⬛ MEMORANDUM

TO: Department Directors	**DATE:** December 24, 2002
FROM: David M. Morris, Ph.D., Director Office of Management and Budget	**SUBJECT:** FY 2003-04 Proposed Operating Budget Preparation and Budget Manual

As we begin preparation of the operating budget for the upcoming fiscal year beginning on October 1, 2003, revisions have been made to the County's Budget Manual to improve the budget development process. To assist departments in the development of their operating budget submissions, the electronic version of this manual will be available on December 24, 2002 online. Hard copies are also available upon request. As noted below, budget submissions are due beginning February 10, 2003. It is essential to the process that each department adheres to its schedule for submitting their budget. If there is a problem, you should call me directly.

As usual, departments should submit Proposed Additions to Core (PATCs) to request additional resources. These PATCs should be able to be accomplished within FY 2003-04. Any requests that are multi-year in nature should be put on the future unmet needs list. Also, you will be requested to develop a budget balanced at the preliminary budget level. Generally speaking, that budget information should describe changes from current year service levels through the use of performance measures. Consistent with last year, departments are required to describe the effects of any service level adjustments. It is imperative that the information be as realistic and accurate as possible because it will serve as the basis for recommended adjustments if funding levels change from our original projections.

Also, as was done last year, a separate presentation is being requested for departmental efficiencies. By definition, efficiency changes the way service is provided so that more is done with less. An efficiency is not a service level adjustment. Therefore, it becomes even more necessary to be as precise as possible in estimating the savings from current year efficiencies and in projecting future savings from the continuation of current year efficiencies and from any new FY 2003-04 efficiencies.

The County Manager has emphasized the fact that current service levels do not address the total service needs of the community. As in the past, we expect to collect and summarize unmet service needs. Consistent with last year, future unmet service needs are being requested as part of the budget submission. The purpose is to explain service gaps more accurately, clearly, and consistently with the budget presentation.

As directed by the County Manager, a review of the County's organization and major County processes will be conducted concurrent with and as part of the budget

development process. Information or analyses to be required as part of this review is not included in the budget manual. Departments will be informed of any such requirements in early January. All departments should expect to discuss issues resulting from this review during the budget hearings.

The following items are highlighted for your reference as you begin formulating your department's budget submission:

Budget Submission Deadline

- <u>Departmental operating budget submissions are due to the Office of Management and Budget (OMB) beginning February 10, 2003.</u> Please work with your OMB analyst to schedule your department's submission. Once a schedule is decided, it is essential that it be followed to allow sufficient time for budgetary review and submission of the Proposed Budget to the BCC between June 1 and July 15, 2003.

FY 2003-04 Budget Submissions

- While preliminary budget figures will not be available until early January, departments can and should begin immediately preparing current year's revenue and expenditure projections, and FY 2003-04 base budget level information, including updated position record information. As in the past, departments are requested to develop a balanced submission at the preliminary budget level. Proprietary and fee supported agencies are required to submit preliminary budget submissions that include <u>no fee adjustments.</u> Any requested fee increases, along with items to be funded by such increases, must be presented as proposed changes.

Business Plans

- Each department has been participating in strategy development sessions as part of the strategic planning process. Departments should adjust their business plans in order to align with and address those strategies. Relevant performance measures should be included in departmental business plans and budget submissions. In the budget submission, the performance measure should show a historical review, up-to-date performance and projection for the current fiscal year, and expected goals and benchmarks for FY 2003-04. Departments should continue to work with their budget analysts to develop models (e.g. spreadsheets) to report activity costs and related performance data. As activities are developed, departments may find it beneficial to adjust financial and organizational structures (e.g. add, delete, or combine index codes).

Summary Charts

- Consistent with last year, the Budget Preparation Manual includes the budgeting summary charts; this year, the budget submission forms have been revised in order to provide greater linkage between the strategic plan, business plans, and budget allocations. These charts were designed to capture key budget and policy-related management information that will be discussed at the budget hearing.

ABDS

- The Automated Budget Development System (ABDS) is now operational. The ABDS manual does not include any significant changes from the December 1996 issue and therefore is not being included in this package. Any department requiring copies of the ABDS manual should contact OMB at (305) 375-5143.

Disaster Issues

- Departments should make every effort to take all necessary steps to close out all pending Damage Survey Reports (DSRs) and Project Worksheets (PWs) so that we can determine the value of any unfunded liability and develop funding options. Additional details and instructions for dealing with unresolved issues are provided in the manual. Pending FEMA issues and unfunded hurricane-related liabilities will be discussed in your departmental budget hearing.

Profit Sharing

- As in the past, profit sharing proposals will be encouraged and deficit sharing will be used on a case-by-case basis where appropriate. The use and timing of all fund sharing will be discussed at your departmental budget hearings to formulate appropriate fund sharing strategies.

County Rent

- Consistent with past practice, general fund supported departments should not include in their submission the cost for office space in County-owned facilities. Proprietary departments should use the rent roll included and work with General Services Administration.

Wage Adjustments

- In accordance with the approved collective bargaining unit agreements, all payroll records loaded into ABDS for FY 2003-04 budget calculations will have base pay rates increased by the four percent wage adjustment effective July 2003. As in the past, general fund supported departments should not budget for the wage adjustments effective July 2004, which occurs during FY 2003-04. Any such funding required for these departments will be budgeted in countywide and unincorporated municipal service area general fund reserves and will be allocated to departments through the budget amendment process. Proprietary departments, however, will need to budget any such wage adjustment.

Public Budget Meetings

▪ During each year's budget development process, departments are called upon to provide additional information in preparation for workshops and budget briefings. As in prior years, we also expect to have meetings with the general public and Community Councils regarding the Proposed Budget. As a result, departments may be required to provide information for, and participate in, these presentations.

Thank you in advance for your cooperation and I look forward to working with you and your staffs in preparing the FY 2003-04 Proposed Budget.

Attachment

cc: Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
        Honorable Harvey Ruvin, Clerk of Courts
        Honorable Kathy Fernandez-Rundle, State Attorney
        Honorable Bennett Brummer, Public Defender
        Steve Shiver, County Manager
        Ira C. Clark, President, Public Health Trust
        Robert A. Ginsburg, County Attorney
        County Manager's Office Staff
        OMB Staff

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TABLE OF CONTENTS

PART I. INTRODUCTION

Each year through the budget process Miami-Dade County determines its service priorities and service levels and associated financial and personnel requirements for the next fiscal year. <u>The Board of County Commissioners (BCC) has established between June 1 and July 15 as the submission date for the Manager's Proposed Budget.</u> This submission date requires the budget development process to begin in December of the preceding calendar year and is intended to ensure adequate opportunity for BCC review and reaction to the Proposed Budget.

The most complex and time-consuming part of the budget process is preparing departmental budget submissions. To help departments with this task, the Office of Management and Budget (OMB) has made available this **Annual Budget Submission Manual** electronically and in hard copy, if requested. Departments should use this manual as a guide for preparing and submitting their budgets in a detailed and uniform manner. This information will be the focus of discussion during budget hearings and will form the basis for the County Manager's recommendations in the Proposed Budget. Please refer to the **Automated Budget Development System (ABDS) User's Manual,** for specific instructions on how to use ABDS in the development of your FY 2003-04 operating budget submission.

Individuals preparing departmental operating budget submissions should carefully follow the instructions in this manual. Understanding guidelines and requirements at the beginning of the budget process should enable departments to submit accurate budget requests in a timely manner.

A.   Organization of the Manual

The remainder of the Annual Budget Submission Manual is organized as follows:

Part II provides general guidelines and specific instructions on how to develop and package budget submissions. It also contains instructions for completing the budget summary charts and other manually prepared forms as well as brief descriptions of Automated Budget Development System (ABDS) reports.

The appendices contain current year and future year information that is required for completing your budget submissions. These include (A) planning assumptions; (B) internal service rates; (C) indirect cost rates; and (D) miscellaneous information. For your convenience, please note that the operating budget summary forms (Performance Based Budgeting Charts) that are to be submitted by departments are now available electronically.

Please also note that the ABDS User's Manual is not included as part of this year's manual. Since no changes have been made to ABDS, departments may use last year's ABDS manual. If additional copies are needed, please contact OMB.

If you have any questions regarding budget preparation or the information in this manual, please do not hesitate to contact your OMB analyst at (305) 375-5143.

B.   Budget Submission Requirements

All departments are required to submit business plan, appropriation (expenditure), revenue, and personnel information in folders (or binders); this constitutes the department's proposed operating budget. Part II of this manual carefully describes the required format for the preparation of these folders. Moreover, some departments also submit Capital Budget and Multi-Year Capital Plan information, possibly including capital outlay reserve (COR) requests.

Consistent with Part II of this manual, departmental operating budget folders consist of detailed information (at the division, section, and index code level) and a summary by department and activity. Information in these folders is reviewed carefully by OMB in preparation for departmental budget hearings. Copies of budget submissions are used by the County Manager's Office and are available for the Mayor, Board and the public to review as well.

PART II. DEPARTMENTAL BUDGET PREPARATION

This section of the manual covers the following:

- guidelines and instructions for preparing budget folders,

- a budget checklist with reports and charts identified by budget folder section and order of appearance in the folders,

- descriptions of reports, and

- directions for other charts and forms that make up the folders.

ABDS generates most of the reports required for the budget submission. These reports are described briefly in this section, and directions on how to develop information for, and how to request ABDS reports can be found in the ABDS User's Manual which was distributed separately in previous years. Non-ABDS reports or charts must be completed according to the instructions in this part of the manual. Blank forms are available electronically or from OMB.

A.   Budget Folder Organization and General Guidelines

The following guidelines have been established for preparation of budget folders in order to ensure uniformity in submissions, thereby facilitating review by all involved in the process. Budget folders are divided into four sections:

- Section 1: Summary

- Section 2: Personnel

- Section 3: Appropriations and Revenues
- Section 4: Adjustments and Additions

Multiple-part folders must be used to organize the information requested into the appropriate section of the folder. Some departments with voluminous budget information may find three-ring binders more practical than folders. These binders must be divided into the same four sections listed above. If you do use binders, please be sure that they fit upright in standard file drawers.

Budget Checklist:

A list of items to be included in each budget folder is located on the next page. All required reports are listed under the corresponding section where they belong. Optional reports are also listed. You may find optional reports to be of value to you for internal budget needs. You should request all reports generated by ABDS at least once to assess their usefulness to you.

BUDGET CHECKLIST			
	SECTION 1: SUMMARY	**REQ**	**OPT***
	PERFORMANCE BASED BUDGETING CHARTS	X	
	FUNCTIONAL TABLE OF ORGANIZATION	X	
	EXPENDITURE AND PERSONNEL SUMMARY	X	
	SECTION 2: PERSONNEL		
	DIVISION STAFFING CHART	X	
	PERSONNEL SUMMARY - Report available by department, division, index, fund, and project; check with OMB Analyst for required detail	X	
	B-2 AND PART-TIME REPORT	X	
	REGULAR AND SUPPLEMENTAL SALARIES RECONCILIATION	X	
	SOCIAL SECURITY EXCESS		X
	RETIREMENT ELIGIBILITY		X
	MERIT INCREASE REPORT	X	
	LONGEVITY BONUS		X
	POSITION AUDIT (Regular and/or Monetary		X
	EXECUTIVE BENEFIT SUMMARY	X	
	VACANCY REPORT	X	
	SECTION 3: APPROPRIATIONS AND REVENUES		
	APPROPRIATIONS	DEPARTMENT	X	
		DIVISION	X	
		INDEX	X	
		FUND		X
		SUBFUND		X
		PROJECT		X
	EXPENDITURE JUSTIFICATION	X	
	MILESTONES & SCHEDULES FOR INCOMPLETE FEMA PROJECTS		X
	INSTALLMENT (FINANCED) PURCHASES		X
	REVENUE SUMMARY - Report available by department, index, and fund	X	
	GRANT FUNDING SUMMARY	X	
	SECTION 4: ADJUSTMENTS AND ADDITIONS		
	SERVICE ADJUSTMENTS	DETAIL	X	
		SUMMARY	X	
		FUND		X
	PROPOSED ADDITIONS	DETAIL	X	
		SUMMARY	X	
		FUND		X
	PROPOSED NEW/INCREASED FEES	X	
	PAYMENTS TO AND FROM OTHER DEPARTMENTS	X	

*YOUR BUDGET ANALYST MAY REQUIRE SOME OPTIONAL REPORTS.

Be sure to request the B-2 salary forecast and an appropriation report as soon as ABDS comes online. These two reports should form the basis for your initial budget work, since they contain current information on budgeted personnel, appropriations, and expenditures.

Departments must submit <u>FOUR</u> copies of each operating budget folder to OMB. OMB must receive the operating budget submission by <u>Monday, February 10, 2003</u>, to ensure sufficient time to review departmental budget requests before scheduled budget hearings. It is essential that all departments adhere to this due date to ensure the Proposed Budget can be completed within the time schedule.

B.   Instructions for Preparing Budget Folders

<div align="center">

Section 1: Summary

</div>

The first section of the budget folders contains basic departmental summary information. Brief descriptions of each chart or report are provided here in the order they should appear in Section 1 of the folders.

- This year we continue to transition to a budget process that links resource allocation to our strategic and business plans. To accommodate this strategy, the budget summary charts were redesigned to link goals and objectives with this Performance Based Budgeting (PBB) philosophy. The PBB charts shown and described below are for illustrative purposes only; the actual forms are available as automated spreadsheets on the network drive; these files should be downloaded for individual departmental use.

- The purpose of summary charts is to facilitate and focus the discussions at the departmental budget hearings. In that regard, summary charts should emphasize the underlying principles of the budget, should require only information needed for the budget hearings, should highlight major budgetary issues, and should be as concise as possible.

- The charts capture capital and operating issues. Each department should work with its OMB analyst to customize the charts as necessary. As you prepare the PBB charts, **please remember they are summary charts.** They should be concise and serve as an aid to discussion. These charts should not include details, which can be discussed at the budget hearings, or which are better presented through a separate handout.

- As a part of their budget submission, each department should include their Proposed FY 2003-04 Business Plan (see Chart I of the summary charts). This plan should be consistent with funding levels described in the departmental budget submission and should be discussed and approved by their Assistant County Manager.

Instructions for Performance Based Budgeting Charts

An example of how the Performance Based Budgeting Charts should be completed is available via email from your OMB Budget Analyst upon request. The instructions for the completion of these charts are as follows:

Chart I: FY 2003-04 DEPARTMENTAL BUSINESS PLAN

This section describes the department's proposed business plan for FY 2003-04. Each department should describe what will be accomplished in FY 2003-04. Business Plan goals and objectives should be fully discussed with your Assistant County Manager prior to budget submission.

PERFORMANCE BASED BUDGETING: CHART I
FY 2003-04 DEPARTMENTAL BUSINESS PLAN

Department: _____

County Strategic Area and Goal		Base	Preliminary Budget	PATC	Unmet Capital Need
		Y or N	Y or N	Y or N	Y or N

PURPOSE

DEPARTMENT GOAL/STRATEGY 1:
    OBJECTIVE 1
    OBJECTIVE 2
    OBJECTIVE 3

DEPARTMENT GOAL/STRATEGY 2:
    OBJECTIVE 1
    OBJECTIVE 2
    OBJECTIVE 3

Printed: 12/21/2002 10:31 AM   Budget Charts for FY 2003-04.xls Business Plan   Page 1 of 13

In November and December 2002, departments participated in strategy building sessions as part of the strategic planning process. Departments should review those strategies and adjust their business plans to align them with these strategies. In some cases, departments may want to incorporate a strategic planning strategy as a goal, or simply redefine or adjust an existing goal to

align it with the countywide strategic plan. The result of this exercise should be included as a departmental "goal/strategy" that clearly aligns with the countywide strategic plan. For each goal/strategy, in the column to the left of Chart I, the specific strategic area and goal from the countywide strategic plan should be indicated. A list of these areas and goals will be emailed to Department Directors early in January for consistency. In the columns to the right of Chart I, departments should indicate Yes or No, whether or not each objective can realistically be met within the base or preliminary budget levels, if there is a related PATC that will enable achievement of the objective, or if there is a related unmet capital need.

Chart II: GENERAL DEPARTMENTAL SUMMARY

Provide a one-page summary of the entire department and one-page for each operating fund.

A. **Operating Budget – Revenues and Expenditures** – This section will be slightly different for each department, depending upon your sources of revenue. Provide actual revenue and expenditure information for FY 2000-01, FY 2001-02, budgeted and projected revenues and expenditures for FY 2002-03 and Base Budget and Preliminary Budget data for FY 2003-04.

PERFORMANCE BASED BUDGETING: CHART II
GENERAL DEPARTMENTAL SUMMARY

Department: _____
Fund: _____

(all dollars in thousands)

	FY 2000-01 Actual	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Projection	FY 2003-04 Base Budget Submission	FY 2003-04 Preliminary Budget Submission
A) OPERATING BUDGET - REVENUES AND EXPENDITURES						
REVENUE BY MAJOR CATEGORY						
Carryover						
General Fund Revenue						
Other Revenues (add more rows as necessary)						
TOTAL REVENUE	0	0	0	0	0	0
EXPENDITURES BY MAJOR CATEGORY						
Salary						
Fringe Benefits						
Other Operating						
Capital						
TOTAL EXPENDITURES	0	0	0	0	0	0
Cash Position						
REVENUES LESS EXPENDITURES	0	0	0	0	0	0
Revenue to the General Fund						
B) POSITIONS Full-time approved =						
Net full-time funded =						
Attrition Percent =						
Part-time FTEs =						
Temp Agency FTEs =						

*If department administers other reserve funds, please provide detailed documentation

13

Departments are requested to develop a balanced submission at the Preliminary Budget level. Proprietary and fee supported agencies are required to submit Preliminary Budget submissions which include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as Proposed Additions. If a fee increase is required to maintain current service, such increase should be a part of the Base Budget.

General Fund Departments: For departments that are solely funded through the general fund, indicate the amount of your appropriation, revenue to the general fund (if applicable) and net support from the general fund. Present your expenditure information by category of expense. You should not report Carryover or Cash Position information.

Non-General Fund Departments: For departments that are funded through a combination of general fund and/or other revenues, present revenues (including general fund subsidies), cash carryover, expenditures, and cash position information for each major operating fund associated with your department, as well as revenue to the general fund and net general fund support (if applicable).

B. **Positions** – Indicate the full-time positions and part-time and temporary agency usage, in full-time equivalent units, for FY 2000-01 (actual), FY 2001-02 (actual), FY 2002-03, (budgeted and projected) and FY 2003-04 (base budget and preliminary budget). For full-time positions, indicate the number of budgeted positions and the number of funded positions, after adjusting for the attrition rate. A row has also been included for input of the departmental attrition rate this year.

Chart III: ACTIVITY OR PROGRAM SUMMARY

A page for each major activity or program should be included in your department's budget. Work with your budget analyst and use the FY 2002-03 Budget book as a guide to identify the correct activities for the FY 2003-04 budget. Please note that the department has the flexibility to reassess the activity categories to conform to their business plan. Each major activity or program should be assigned a two-letter alpha designation to distinguish it from other major activities or programs (i.e. PE for Permitting, AD for Administration, PL for Planning, etc.). For each activity, include revenues by general fund and others, total expenditures, and the positions related to that activity. The sum of all activities should equal total actual revenues and total budgeted and projected expenditures for your department.

A. **Operating Budget – Revenues and Expenditures** – Provide actual revenue and expenditure information for FY 2000-01, FY 2001-02, budgeted and projected revenues and expenditures for FY 2002-03 and Base Budget and Preliminary Budget data for FY 2003-04 for each major activity or program.

B. **Positions** – For each major activity or program, indicate the full-time positions and part-time and temporary agency usage, in full-time equivalent units, for FY 2000-01 (actual), FY 2001-

02 (actual), FY 2002-03, (budgeted and projected) and FY 2003-04 (base budget and preliminary budget) as was done in the departmental summary.

PERFORMANCE BASED BUDGETING: CHART III
ACTIVITY OR PROGRAM SUMMARY

Activity/Program: _____   Fund: _____   Department: _____

all dollars in thousands)

	FY 2000-01 Actual	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Projection	FY 2003-04 Base Budget Submission	FY 2003-04 Preliminary Budget Submission
A) OPERATING BUDGET - REVENUES AND EXPENDITURES						
REVENUE BY MAJOR CATEGORY						
Carryover						
General Fund Revenue						
Other Revenues (add more rows as necessary)						
TOTAL REVENUE	0	0	0	0	0	0
EXPENDITURES BY MAJOR CATEGORY						
Salary and Fringe Benefits						
Other Operating						
Capital						
TOTAL EXPENDITURES	0	0	0	0	0	0
B) POSITIONS Full-time approved =						
Net full-time funded =						
Attrition Percent =						
Part-time FTEs =						
Temp Agency FTEs =						
C) PERFORMANCE SUMMARY						
Performance Indicators						
Indicator A						
Indicator B						
Indicator C (add more rows as necessary)						

D) MAJOR ISSUES	Operating	Capital	Manager's Priorities
Issue 1			
Issue 2			
Issue 3 (add more rows as necessary)			

E) RELATED CHARTS

This Activity/Program is related to:	Reference Numbers
New Efficiencies of Improvements (Chart IV)	
Service Adjustments (Chart V)	
Unmet Needs (Chart VI)	

C. Performance Summary – Indicate all performance measures and indicators for each major activity or program for FY 2000-01, FY 2001-02, budgeted and projected revenues and expenditures for FY 2002-03 and Base Budget and Preliminary Budget data for FY 2003-04. Be certain to include the units of measure in the description of each indicator.

There are three types of performance measures, each providing a different gauge of an activity or program:

Output or Workload Measures focus on quantities and volumes, but not quality. They are useful for comparisons and assessing changes in workload over time.

Efficiency Measures indicate the amount of service provided relative to the amount of input required.

15

Outcome or Effectiveness Measures focus on the final results of programs and activities. These are the highest level of measurement and are the most difficult to develop as judgment is likely to be involved. Effectiveness measures should relate directly to the program objectives.

Departments should especially focus on developing and reporting outcome oriented effectiveness measures. However, all types of performance measures may be included. Describe the performance measure, the unit of measure, actual data from the past two years if available, the budget and projection for FY 2002-03, the performance level at the Base and Preliminary Budget funding levels, and the benchmark (often an industry-wide standard that is the department's targeted goal).

Performance measures for each department should be consistent with the department's business goals. In general, the performance measures utilized in the budget development process should be consistent with those submitted by the department in their quarterly report; if the department plans to include additional performance measures they should be fully discussed with their OMB budget analysts.

If the performance measure requires information currently not collected by your department (or historical information is incomplete), OMB will work together with the department to determine the best way to report or obtain the information.

D. **Major Issues** – include major issues for each major activity or program. Each should be annotated as operating or capital. If an issue relates directly or indirectly to one of the Manager's 20 Budget Priorities, the number of that priority should be noted. These priorities will be presented to the Board of County Commissioners in January.

E. **Related Charts** – include a reference number for any related Efficiencies, Service Adjustments, or Unmet Needs for each major activity or program.

Reference numbers should include a two-letter alpha designation that corresponds to the major activity or program (i.e. PE for Permitting, AD for Administration, PL for Planning, etc.) and a sequential numeric character (PE-1, PE-2, PE-3, AD-1, etc.).

Note that reference items are numbered sequentially within their corresponding major programs or activities. Work with your OMB budget analyst to develop this system.

Chart IV: NEW EFFICIENCIES

List by corresponding reference number any efficiency initiatives that the department has begun or plans to begin by the end of FY 2003-04. Include a description of each along with the implementation date (or planned implementation date if not already implemented), the dollar value of the efficiency, the number of positions associated with that efficiency, and describe the performance impact (if any) in the current fiscal year and FY 2003-04 in terms of changes in

performance measures. Total the dollar value and positions impacted at the bottom of the form.
If the efficiency has a negative impact on the way we provide service, it should not be
categorized as an efficiency.

NEW EFFICIENCIES

Department:

Reference Number		Description of Efficiency/Improvement	Implementation Date	FY 2002-03			FY 2003-04		
				Dollar Value	Positions	Performance Impact	Dollar Value	Positions	Performance Impact
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
	◆								
				0	0		0	0	

Printed: 12/21/2002 11:26 AM   Budget Charts for FY 2003-04.xls New Efficiencies   Page 4 of 11

Chart V: SERVICE ADJUSTMENTS (IMPROVEMENTS AND REDUCTIONS)

Indicate, in priority order, your proposed service adjustments to meet the preliminary budget
level. Include the major program or activity as part of the reference number, a name of the
service adjustment, a description of the service adjustment including the service impact (from __
units to __ units), to which objective of your departmental business plan this relates, the
FY 2003-04 funding impacts (by Countywide General Fund, UMSA General Fund, and Other
funding source), and the number of positions associated with this service adjustment.

If should be noted that Chart V will include both Service Improvements and Service Reductions.
Departments should begin with the Base Budget, include Service Adjustments (in priority order)
to arrive at the Preliminary Budget level, and then include any other requests for Service

17

Adjustments should additional funding be available. All Service Adjustments (both improvements and reductions) should be achievable in FY 2003-04. Any future year improvements should be included on the Chart VI.

General Fund Departments will be required to prioritize all Service Level Adjustments (SLAs) to arrive from the Base Budget level to the Preliminary Budget level.

Each adjustment should be described in terms of service impact, not merely the description of the cut (i.e. the adjustment should be described as "response times will increase from three days to five days" instead of "cut two unskilled laborers").

PERFORMANCE BASED BUDGETING : CHART V
SERVICE ADJUSTMENTS (IMPROVEMENTS AND REDUCTIONS)

Department: _____

Service Adjustments
(Sorted by Priority)

Priority	Reference Number	Name	Description and Service Impact (from __ units to __ units)	Business Plan	Funding Impacts			Positions
					Countywide	UISA	Other	
			BASE BUDGET SUBMISSION:					
1								
2								
3								
4								
5								
6								
FY 2003-04 Requests if Additional Funding is Available				PRELIMINARY BUDGET:	.	.	.	.
1								
8								
9								
10								
11								
12								
13								
				REQUESTS:	.	.	.	.

Printed: 12/24/2002 11:01 AM   Budget Charts for FY2003-04 Service Adjustments   Page 1 of 1

Chart VII: FUTURE UNMET OR DEFERRED NEEDS
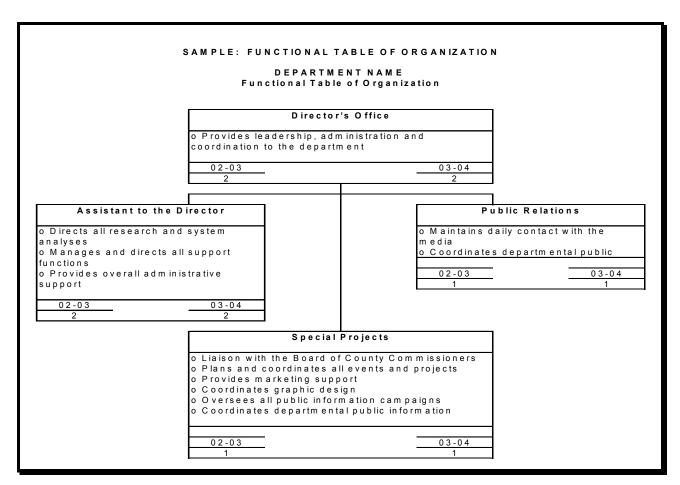
Departments should identify and prioritize future unmet or deferred needs. These needs are over and above the services that are currently provided. Include the major program or activity as part of the reference number, a description of the need, the performance impact if the need were to be funded, the estimated amount of funding required (both initially and on-going), the estimated

positions associated with the need, and the related Proposed Additions to Core (PATCs) identifying number (if applicable). If no related PATC was done, then N/A should be entered in the last column of the form.

PERFORMANCE BASED BUDGETING: CHART VI
FUTURE UNMET OR DEFERRED NEEDS

Department: _____

Priority	Reference Number	Description of Need	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related PATC (if applicable)
1				Initial:			
				Recurring:			
2				Initial:			
				Recurring:			
3				Initial:			
				Recurring:			
4				Initial:			
				Recurring:			
5				Initial:			
				Recurring:			
6				Initial:			
				Recurring:			
7				Initial:			
				Recurring:			
8				Initial:			
				Recurring:			
9				Initial:			
				Recurring:			
10				Initial:			
				Recurring:			
11				Initial:			
				Recurring:			
12				Initial:			
				Recurring:			
				Initial:	0	0	
				Recurring:	0		

19

Functional Table of Organization: Summarize the functions performed by departmental units and the allocation of personnel within the department. Each department should submit a functional table of organization (TO), which describes the work of each of the departmental units. For the purposes of your budget submission, you are to add to this TO the number of full-time positions and part-time hours authorized for FY 2002-03 and proposed (preliminary budget figures) for FY 2003-04.

These figures should be placed at the bottom of each organizational box with the FY 2002-03 figures on the left and the FY 2003-04 figures on the right. Below is a sample of a completed TO. Please note, the Functional TO and the staffing chart (as described in Section 2, below) should both reflect the same organizational structure.

SAMPLE: FUNCTIONAL TABLE OF ORGANIZATION

DEPARTMENT NAME
Functional Table of Organization

Director's Office
o Provides leadership, administration and coordination to the department

02-03	03-04
2	2

Assistant to the Director
o Directs all research and system analyses
o Manages and directs all support functions
o Provides overall administrative support

02-03	03-04
2	2

Public Relations
o Maintains daily contact with the media
o Coordinates departmental public

02-03	03-04
1	1

Special Projects
o Liaison with the Board of County Commissioners
o Plans and coordinates all events and projects
o Provides marketing support
o Coordinates graphic design
o Oversees all public information campaigns
o Coordinates departmental public information

02-03	03-04
1	1

- **Expenditure and Personnel Summary**: Summarizes expenditures and position counts by department. Information from ABDS detail reports on expenditures and personnel is aggregated in this ABDS generated report.

Section 2: Personnel

The personnel and salaries section fully describes personnel requirements for the budget submission. All of the reports required in this section (except the division-staffing chart) are generated by ABDS. Instructions for completing these ABDS reports can be found in the ABDS User's Manual. Special attention should be given to proper recording of reclassifications, executive and step 99 merit increases, overages, and in-stationed and out-stationed positions as discussed next.

*Reclassifications***:** The budget process is not a mechanism for reclassifying employees. Requests for reclassifications and new classifications should be submitted to the Employee Relations Department prior to the budget submission. Only approved classification actions should be used in preparing the budget submission. Changes to personnel records in ABDS do not affect in any way personnel or payroll records of the County. ABDS is used only for budget development.

*Overages***:** In all cases, the authorization period for overage positions that have been approved by OMB during the current fiscal year to meet previously unforeseen staffing requirements will expire on or before September 30, 2003. Therefore, provisions must be made in the new budget request to eliminate overage positions or to convert employees in overage positions into budgeted positions. Any overage position not converted into a budgeted position will be eliminated as of September 30, 2003. Overage positions approved for the current fiscal year should be reflected in the end-of-year projections column of the personnel summary.

Executive and Step 99 Merit Increases: Departments should adjust salary forecasts for those executive and step 99 employees who will receive merit increases during this fiscal year or in FY 2003-04.

Flexible Benefits Plan: Please note that the rates for the Flexible Benefits Plan will increase by $200 annually beginning on January 4, 2002. ABDS will automatically provide a weighted average prorated for the adjustment of $849 per employee. Remember that new hires have a ninety-day delay before receiving flex dollars. ABDS automatically adjusts for this delay. If this default value is not a reasonable estimate or does not accurately reflect the plan selections of your current employees, you should adjust the budget in subobject 01099.

*In-Stationed***:** An in-stationed employee is funded by another department but assigned to yours for work. In-stationed employees must be listed on the division-staffing chart and on the personnel summary form. The latter is done using ABDS (+1 on the ABDS chart).

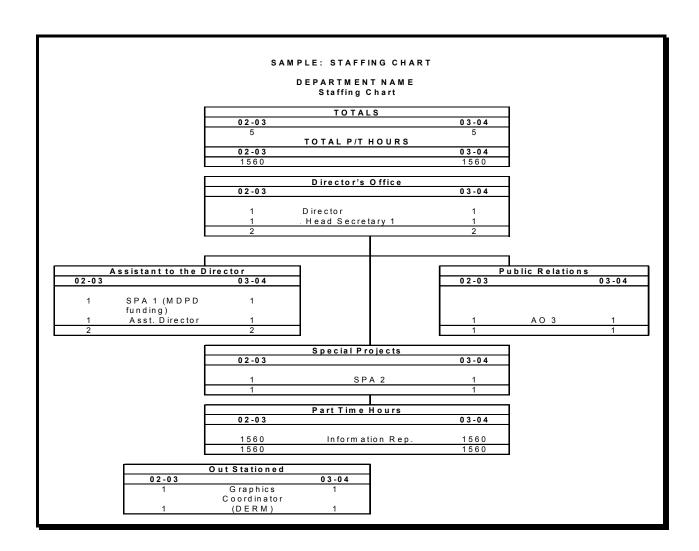*Out-Stationed:* An out-stationed employee is funded by your department but assigned to another. Out-stationed employees must be listed separately on the division-staffing chart but are not counted in position totals. Adjustments to a department's personnel summary count for out-stationed employees are made in ABDS (-1 on the ABDS chart).

Departure Incentive Program (DIP): Refer to Appendix D for additional information.

Deferred Retirement Option Program (DROP): Refer to Appendix D for additional information.

The following reports make up the Personnel section of the budget folders.

- **Division Staffing Chart**: Presents the department staffing levels along functional lines. The functional **breakdown** may represent divisions, sections, units, programs, or other subordinate measures. Below is an example of a division-staffing chart. Current fiscal year (2002-03) positions include budgeted and approved overage positions.

SAMPLE: STAFFING CHART

DEPARTMENT NAME
Staffing Chart

TOTALS	
02-03	03-04
5	5

TOTAL P/T HOURS	
02-03	03-04
1560	1560

Director's Office		
02-03		03-04
1	Director	1
1	. Head Secretary 1	1
2		2

Assistant to the Director		
02-03		03-04
1	SPA 1 (MDPD funding)	1
1	Asst. Director	1
2		2

Public Relations		
02-03		03-04
1	AO 3	1
1		1

Special Projects		
02-03		03-04
1	SPA 2	1
1		1

Part Time Hours		
02-03		03-04
1560	Information Rep.	1560
1560		1560

Out Stationed		
02-03		03-04
1	Graphics Coordinator	1
1	(DERM)	1

Next fiscal year (2003-04) positions should total the number of positions budgeted at the preliminary (core) budget level. In-stationed positions should be included within the proper division, and should have the name of the funding agency noted next to the position. Out-stationed positions and the departments they are assigned to are also listed on the chart, but physically separated on the page. They are not included in division position totals. Part-time

employees are represented by part-time hours. All part-time employees and the total annual hours for each must be identified.

- **Personnel Summary**: Lists the number of full-time positions by occupational code and title for prior fiscal year, budget this year, end-of-year projection, base level, service adjustment, preliminary (core) budget, proposed additions, and total. Base budget level is defined as the level of staffing and funding necessary to support current service levels. These reports can be requested at the index, division, department, fund, and project levels. Index, division, and department level reports are required. You can update prior, current year, and projection figures directly on these reports. Personnel summaries are created through ABDS. The base level number of positions cannot exceed the end-of-year projection numbers.

- **Full-time and Part-time B-2 Salary Forecast Reports**: The B-2 reports forecast salaries by index code for all filled positions in the department. The salaries calculated through these reports are automatically transferred to the base budget salary subobject code on the appropriations reports as adjusted by the amounts on the reconciliation report. When you request the B-2 report, you will get both the full-time and part-time positions by index code; however, you now can request the part-time report separately. See the ABDS User's Manual for more details about the separate part-time report. These reports are generated by ABDS.

- **Regular and Supplemental Reconciliation Reports**: Reconcile salary figures for positions not included on the B-2 forecast, such as vacancies and in-stationed and out-stationed positions. Attrition values are also shown on these reports. These reports are generated by ABDS.

- **Social Security Excess Report**: Identifies individuals whose salaries exceed the amount required for social security payments. Both the salary and the excess over the social security cap are shown. ABDS automatically calculates a department's social security expenditures based on the cap for each employee.

- **Retirement Eligibility Report**: Lists the social security number, name, occupational code, birth date, age (as of the date the personnel files were down-loaded into ABDS), hire date, dollar value by annual, holiday, termination, and sick payouts of employees eligible to retire. There is also a column indicating whether you flagged this individual on the position's detailed personnel screen, and a column briefly stating the reason the person is eligible to retire (including those executives eligible under the rule of 70).

    The full amount of termination pay (100%), including sick leave payouts, is automatically loaded into the appropriate subobject codes for those positions identified by the department as expected retirees in FY 2002-03; however, if for some reason this value is not accurate, as will likely be the case, the department can override the number calculated by ABDS. Check retirement plans of those eligible to retire to ensure accurate figures for this code.

- **Longevity Bonus Report**: Lists the social security number, name, hire date and longevity years for employees scheduled to receive longevity bonuses. The amount of such bonuses is automatically loaded in subobject code 00125 by ABDS.

- **Position Audit Report**: Enables departments and OMB to monitor changes to personnel data loaded into ABDS to ensure accuracy. There are two reports: one identifies all items that have been changed on a personnel record within ABDS; the other identifies changes only to monetary data. Changing personnel information in ABDS does not affect in any way actual County payroll or personnel records. The position audit reports are optional, but may be requested by OMB when deemed necessary.

- **Executive Benefit Summary**: Lists the name, social security number, occupation code, budget status, hire date, longevity years, retirement code, executive benefit code, and dollar amount, including car allowance for employees in groups 1, 2, and 3. For individuals in group 3, the car allowance computation assumes $75 biweekly. This may vary by individual, but should be accurate for the department as a whole.

- **Merit Raise Report**: Lists all employees eligible for merit raises in the next fiscal year and calculates the value of all merit raises anticipated in FY 2002-03. The report is available by department/division and by fund.

Section 3: Appropriations and Revenues

This section of the budget folder includes detailed (by subobject) expenditure information with written justification for the proposed budget, as well as revenues and grant funding information.

All expenditure and revenue forms, except the summary of installment (financed) purchases, are generated by ABDS. Detailed information on expenditure reports can be found in the ABDS User's Manual.

Internal services charges, including fringe benefit rates, appear in Appendix B of this manual. Internal service rates are for the most part calculated on a unit cost basis (e.g., group life insurance cost per employee, radio equipment service monthly maintenance charge); therefore, as a general rule you should deviate from them only when a change in the actual level of service occurs and only with OMB approval.

It is essential that consumption of services be accurately estimated and that rates be applied correctly. If a department plans significant operational changes from the current year, it should notify its OMB analyst and the department responsible for the rate to ascertain the correct charges based on the changes.

Capital equipment is defined in AO 8-2 as items whose purchase price is $750 or more, have a normal expected life of at least one year, and are not an integral part of a structure, facility, or another piece of equipment. Such items should be included in object codes 950 through 953. All other capital items (e.g., building renovation) should use other capital codes. All lease-purchases should use subobject code 95039. ABDS information tables contain descriptions of all available subobject codes.

The following reports comprise the Appropriations and Revenues section of the budget folders:

- **Appropriation Reports**: Identify expenditure data by subobject code at the department, index, division, fund, sub-fund, and project levels. These reports include prior year expenditure history, the current year budget, expenditures to date, projected expenditures, the base budget, service adjustments, the preliminary (core) budget submission, and proposed additions to the preliminary budget. The department enters all data for the projection, base, service adjustments, and proposed additions columns directly in either the expenditure or adjustment subsystems of ABDS. Salary and fringe benefit subobject codes, with a few exceptions such as subobject code 01095 (Regular Overtime Retirement), are loaded automatically by ABDS from the personnel subsystem. Historical information, current budget, and expenditure to date are loaded directly from FAMIS. The current budget column is updateable. This report is generated by ABDS.

- **Expenditure Justification**: Justifies the department's expenditures. This report is generated at the index code level for all subobject codes, including salary and fringe codes, and allows for departments to add text explaining each expenditure request.

- **Summary of Installment (Financed) Purchases**: Provides information on all existing installment agreements, regardless of the dollar amount of the scheduled payments (additional information Form I). Bond-financed items are excluded from this inventory.

- **Revenue Summary**: Summarizes all revenue sources by fund, including general fund appropriations or subsidies, on the revenue reports available through ABDS. The revenue summary includes fees and charges, processing fees, charge backs, grants, projected carryover, and all revenue sources that constitute the total revenues of the department or division in developing a balanced budget. Revenues from grants should be described in more detail on the grant funding summary chart. Should a grant transcend divisional lines, enter only the percentage of the grant that applies to the division on the corresponding division's revenue summary.

- **Grant Funding Summary**: (Additional information Form II) Identifies grant funding sources that correspond to grant expenditures; states the County's required local match; and estimates indirect costs that are to be reimbursed to the general fund. Multi-divisional departments should provide a grant-funding summary for each division. In addition, each department summary folder must contain an overall grant funding summary indicating total federal and state funds, local cash match, local in-kind match, and indirect costs. See Appendix C for indirect cost rates.

Instructions for Summary of Installment (Financed) Purchases Form

Included again this year is the Summary of Installment (Financed) Purchases Form (Additional Information Form I). Departments requesting new or amended installment purchases must submit a proposed addition for each such item. The request should include information establishing the need for this equipment, as well as data that will determine the most practical and economic method of acquisition, such as terms and financing, anticipated useful

life, special maintenance requirements, estimated delivery and acceptance schedule, availability of manufacturer or seller-arranged financing, and estimates of first year and future year finance payments.

If the proposed addition is accepted, the department, the Finance Department, and OMB, will make final determination of the funding method. The information submitted on the proposed addition form will be the basis for this decision.

The Board of County Commissioners, at the time of purchase, must specifically approve all purchases in excess of $500,000 regardless of the funding method, even though the expenditure may have been previously approved as part of the budget ordinance. Upon approval of an installment purchase and for each successive year over the term of the agreement, departments will be responsible for assuring that the scheduled payments are properly budgeted and encumbered. When preparing their annual budget submission, departments should consider such payments a necessary expenditure.

ADDITIONAL INFORMATION: FORM I

SUMMARY OF INSTALLMENT (FINANCED) PURCHASES

Department: _____

1. Department				2. Fund			
3. Item	4. Quantity	5. Purchase Price	6. Number of Years Item is Financed	7. Installment Year (X of Item 6)	8. Payment Due FY 2003-04	9. Payment Due FY 2004-05	10. Total Financed Price
Totals	■■■■	11.	■■■■■■	12.	13.	14.	

The instructions for completing this form are as follows:

1. DEPARTMENT: Indicate the department name.
2. FUND: Identify the fund from which the payment is being paid. A separate sheet should be used for each fund.
3. ITEM: Identify equipment currently being purchased under a finance agreement (e.g., garbage truck, copier, and tow boat).
4. QUANTITY: The number of such items.
5. PURCHASE PRICE: The cost of the item if it had been purchased outright, excluding interest, issuance, and other financing charges.
6. NUMBER OF YEARS ITEM IS FINANCED: The term or length of the finance agreement.
7. INSTALLMENT YEAR: Which year of the finance agreement will FY 2003-04 be (e.g., 2nd year of 5 year agreement).
8. PAYMENT DUE FY 2003-04: Identify the installment payment for FY 2003-04.
9. PAYMENT DUE FY 2004-05: Identify the installment payment for FY 2004-05.
10. TOTAL FINANCED PRICE: Cash purchase price, plus issuance, interest, and other financing charges.
11. Total purchase price of all items.
12. Total of all payments due in FY 2003-04.
13. Total of all payments due in FY 2004-05.
14. Total financed price of all items.

Instructions for Grant Funding Summary Form

Included again this year is the Grant Funding Summary Form (Additional Information Form II). In addition to the copy included in your budget submission, one copy of the grant funding summary should be sent to Dan Wall, Office of Management and Budget, 27th Floor, Stephen P. Clark Center, one to Jose Fernandez, Finance Department, 26th Floor, Stephen P. Clark Center, and one to Joe Ramallo, Office of the Mayor, 29th Floor, Stephen P. Clark Center.

The County's indirect cost rate reimbursement is calculated at the bottom of the grant-funding summary. This is the estimated amount to be reimbursed to the County general fund for administrative services. Unless specifically waived by the Budget Director all grants should include indirect costs. If your department's indirect cost rate is not listed in the appendix, contact the Finance Department for the correct rate to use. If the rate is too high for grant purposes, see your budget analyst for possible adjustment.

Grant funding that a department receives through another County department should be noted by an asterisk and explained. New grants, as well as existing grants, should be listed. This information should be included on the estimated revenues by project report. Total funding for each grant listed on the grant-funding summary should match the corresponding index code total in the appropriations section.

The following instructions should be followed to properly complete the grant-funding summary:

1. FUND TYPE / FUND: Enter the fund number associated with the grant.
2. DEPARTMENT: Enter the department's name here.
3. GRANT CONTACT PERSON: Enter the name of the person in the department who is responsible for the grant.
4. TELEPHONE NUMBER: Enter the grant contact's telephone number.
5. GRANT IDENTIFICATION: Enter the grant name here.
6. GRANT PURPOSE: Enter a brief description of the grant purpose.
7. GRANT NUMBER: Enter the grant number here.
8. EXPENDITURE INDEX CODE: Enter the FAMIS expenditure code associated with the grant.
9. FAMIS GRANT NUMBER: List the FAMIS grant project number with which each grant is associated.
10. AUTHORIZATION PERIOD: Enter the beginning and ending dates for the grant authorization.

ADDITIONAL INFORMATION: FORM II
GRANT FUNDING SUMMARY
FY 2003-04

1. FUND	2. DEPARTMENT	3. GRANT CONTACT PERSON	4. TELEPHONE NUMBER
	GRANT #1	GRANT #2	GRANT #3
5. Grant Identification			
6. Grant Purpose			
7. Grant Number			
8. Expenditure Index Code			
9. Division/FAMIS Project			
10. Authorization Period (Month and Year)			
11. Funding Agency (Federal, State, County, or Private)			
12. Pass through Agency (if applicable)			
13. Original Funding Amount / Revenue index code			
14. Pass Through Funding Amount / Revenue index code			
15. Local Match-Cash / Revenue index code / Source (i.e. General Fund)			
16. Total Grant Funding			
17. Local Match In-Kind (Description)			
18. Total Funding			
19. Direct Payroll from Grants Listed Above			
20. Department's Countywide Indirect Cost Rate for this Fiscal Period			
21. Estimated Reimbursement to County for Indirect Costs			

FORWARD A COPY TO:
Dan Wall, Office of Management and Budget   (305) 375-5143
Jose Fernandez, Finance Department   (305) 375-5080
Joe Ramallo, Office of the Mayor   (305) 375-5600

28

11. FUNDING AGENCY: Identify the funding agency and indicate whether the funding is federal or state.
12. FEDERAL PASS THROUGH STATE AGENCY: Identify the state agency that the federal funds are being passed through.
13. FUNDING AMOUNT/FEDERAL: Enter the estimated amount of the award and the revenue index code for the federal grant.
14. FUNDING AMOUNT/STATE: Enter the estimated amount of the award and the revenue index code for the state grant.
15. LOCAL MATCH-CASH: Identify the estimated local cash match, the revenue index code and the source of the local in-kind match.
16. TOTAL FUNDING: The total of all sources listed should be calculated.
17. LOCAL MATCH IN-KIND: Describe the local in-kind match.
18. GRANT TOTAL: Enter the sum of all grants listed on the form.
19. DIRECT PAYROLL: Enter the direct payroll from all grants listed in the form.
20. INDIRECT COST RATE: Enter the indirect cost rate as shown in Appendix C.
21. ESTIMATED REIMBURSEMENT: Multiply the direct payroll by the indirect cost rate to determine the estimated reimbursement to the County for indirect costs and enter the number here.

Hurricane Funding Issues

As you know, many County departments continue to have a significant number of hurricane-related funding issues for storms including Hurricane Andrew, Hurricane Irene, and the October 3rd No Name Storm. Departments should make every effort to complete all necessary paperwork including project worksheets (also known as damage survey reports) in a timely manner, to implement restoration and hazard mitigation projects, and to close out all pending projects so that the County can be reimbursed or determine the value of any hurricane-related unfunded liability and develop funding options.

All budget submissions should include a narrative section accompanied by a spreadsheet summary that indicates the status of pending projects, the associated dollar value and identify those for which all funding options have been exhausted. Project completion extension authorization must be submitted to OMB. Departments should present solution options for their hurricane funding liabilities. This information should be provided in a format that focuses attention on the major issues. Departments should provide a recommendation for resolving the pending issues relating to each item as part of their submission. These pending FEMA issues will be an important topic of discussion at your departmental budget hearings.

Consult with your OMB analyst for the appropriate presentation format for your department.

Currently 75 percent of recovery cost is eligible for FEMA reimbursement, 12.5 percent is eligible for the State of Florida contribution, and departments are responsible for 12.5 percent match. **Your match will be discussed in the departmental budget hearing**.

Section 4: Adjustments and Additions

There are three types of adjustments affecting expenditures or revenues that can be made to your budget request. The adjustments that should relate to your primary activity are service level adjustments (SLAs), proposed additions to core (preliminary) budget (PATCs), and proposed new or increased fees. The first two are ABDS reports; the latter is a manually completed form. Each is described below.

- **Service Adjustments (SLAs)**: Service level adjustments or SLAs identify adjustments, if any, that the department proposes to make in the type, quantity or quality of services it currently provides in order to stay within the preliminary budget. These adjustments should provide a descriptive title of the SLA, personnel costs by occupation code, costs of other operating and capital items, priority in division and department, implementation date, and any other narrative information that is needed to more fully explain this SLA. All of these items should be done through ABDS; however, if so desired, you may provide additional narrative material for SLAs, independent of ABDS. SLA reports are available in ABDS at detail and summary levels by department and by fund. Strict attention should be paid to the priority of each proposed service adjustment, as well as to the basis for their exclusion from your preliminary budget. SLAs and their priority order will be major topics of discussion during budget hearings. Departments may wish to create SLAs in ABDS for service reductions to achieve the reduced funding level target as presented in PBB Chart VI as described earlier in this manual; these SLAs can be "rejected" in ABDS so that they are not included in the ABDS reports that reflect the department's preliminary budget.

- **Proposed Additions to Core (preliminary) Budget (PATCs)**: Proposed additions may include reinstatement of services or operations that were reduced or eliminated in order to reach the preliminary budget and that were identified under service level adjustments; increases in current operations; and/or additions of completely new services or operations, including requests for new equipment. Information required for PATCs is essentially the same as that required for SLAs. PATCs should also be used to identify all additional funding resulting from new or increased fees and the specific service levels to be funded. Departments may wish to create PATCs in ABDS for service improvements to achieve the enhanced funding level target as presented in PBB Chart VII, as described earlier in this manual. You may provide additional narrative backup if you so desire. PATC reports are available by detail and summary for the department and by summary for funds. Strict attention should be paid to the priority of each proposed addition, as well as to the basis for their exclusion from your preliminary budget. PATCs and their order also will be major topics of discussion during budget hearings.

- **Proposed New or Increased Fees**: Proposals to increase or decrease the department's fee and charge rate schedules from the FY 2002-03 level must be submitted on a special form, which will be considered separately. **Proposed increases should be discussed with your OMB budget analyst before the**

departmental budget is submitted to OMB in order to provide as much time as possible for analysis and review of proposed changes. Preliminary budget levels should not assume any fee adjustments.

Included again this year is the Proposed New or Increased Fees Form (Additional Information Form III). This form has not changed from previous years.

ADDITIONAL INFORMATION: FORM III
PROPOSED NEW OR INCREASED FEES

Department: _____

Service Activity/Fee Description	Prior Year Fee	Current Year Fee	Proposed New Fee	Revenue				Justification
				Prior Year (2001-02)	Current Year (2002-03)	Next Year with Current Fee (2003-04)	Next Year with Proposed Fee (2003-04)	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

<u>Instructions for Proposed New or Increased Fees Form</u>

1. Identify the department/division.
2. Identify the primary payer of the proposed rate(s).
3. Briefly describe the service/activity and fee proposed for adjustment.
4. Report the prior year fee.
5. Report the current year fee.
6. Report the proposed new fee.

31

7. Report the total revenue generated by the specific service for the prior year (FY 2001-02).
8. Project the total revenue to be generated by the specific service for the current year (FY 2002-03).
9. Estimate the total revenue to be generated with the current fee for the same service components of the department's FY 2003-04 budget submission.
10. Estimate the total revenue to be generated with the proposed fee for the same service components of the department's FY 2003-04 budget submission.
11. Explain the reason for the proposed rate increase. Include a statement about any anticipated decrease or increase in the total number of users for the service and describe the anticipated reaction to this action, especially as it relates to service demand or anticipated community reaction. Whenever possible, include a comparison of the proposed rate to the rate for a similar service provided by a comparable jurisdiction. Attach additional justification if necessary or if the form does not provide sufficient space.

Payments To And From Other Departments Form

New this year is the Payments To And From Other Departments Form (Additional Information Form IV). This form should be used to capture payments to your department for specialized services. This form also shows any payments you will be expecting in FY 2003-04. Below, you will find instructions for this form:

1. Identify the department.
2. Identify the department(s) to which payments will be made.
3. Briefly describe the reason(s) for which these payments will be made. The service that will be provided for these payments can be listed as well.
4. Report current year amount budgeted for this payment.
5. Report current year amount projected for this payment.
6. Report the FY 2003-04 amount budgeted for this payment.
7. Identify these same pieces of information for any payment(s) from other departments you your department.

ADDITIONAL INFORMATION: FORM IV
PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: _____

(all dollars in thousands)

PAYMENTS TO BE MADE <u>TO</u> OTHER DEPARTMENTS

Department (to)	Reason	FY 2002-03 Budget	FY 2002-03 Projection	FY 2003-04 Budget
Total Transfers to other Departments		0	0	0

PAYMENTS TO BE MADE <u>FROM</u> OTHER DEPARTMENTS

Department (from)	Reason	FY 2002-03 Budget	FY 2002-03 Projection	FY 2003-04 Budget
Total Transfers from other Departments		0	0	0

may include capital funds as well

If you have any questions about the details of your budget submissions please contact your OMB budget analyst.

APPENDICES

Appendix A: Planning Assumptions

Table I <u>**MIAMI-DADE COUNTY POPULATION**</u>

YEAR	TOTAL COUNTY	UNINCORPORATED AREA	% Of Total
1990	1,937,094	1,036,925	53.5
1995	2,084,205	1,114,779	53.5
2000	2,253,362	1,204,288	53.4
2001	2,283,319	1,201,865	52.6
2002	2,313,047	1,222,138	52.8
2003	2,342,739	1,211,106	51.7
2004	2,372,418	1,229,176	51.8
2005	2,402,105	1,247,369	51.9
2010	2,551,284	1,341,801	52.6
2015	2,703,114	1,442,413	53.4

SOURCE: U.S. Bureau of the Census, Census of Population, 1990 General Population Characteristics. Census 2000, Redistricting (PL 94-171) Summary File, Table PLI. Miami-Dade County, Planning and Zoning, 2001.

NOTE: Reflects incorporation of Miami Lakes in December 2000 and Palmetto Bay in October 2002. Doral and North Dade may incorporate in February 2003. Should this occur, 21,030 residents should be subtracted from the incorporated area for Doral and 100,805 residents should be subtracted from incorporated for North Dade.

Table II <u>**INFLATION**</u>

YEAR	ANNUAL RATE OF CHANGE IN CPI*	
1990-91	5.5%	
1991-92	3.2%	
1992-93	3.1%	
1993-94	2.6%	
1994-95	2.8%	
1995-96	2.7%	
1996-97	2.8%	
1997-98	1.8%	
1998-99	1.7%	
1999-00	2.9%	
2000-01	3.4%	
2001-02	1.8%	
2002-03	2.3%	**
2003-04	2.9%	**

* CPI (Consumer Price Index)
**Estimated

SOURCE: Florida Consensus Estimating Conference, National Economic Forecast, Summer 2002.

Contact: Chuck Blowers, Planning and Zoning, (305) 375-8729

APPENDIX B: Internal Service Rates

GENERAL INFORMATION

A wide range of support services is provided to County agencies and departments every year. The cost for providing some of these services is billed to the using agency.

The following pages contain information necessary for you to forecast the cost of a given service and to prepare your budgets.

Service provider agencies are prepared to assist you in interpreting rates, forecasting funding requests, or in any other area relating to the services. A liaison person is identified for each service, where appropriate, on the bottom of each lead page. Please do not hesitate to contact him or her.

PERSONNEL RATES

Social Security*

Subobject Code 01010

> 6.20% FICA on salary up to $87,000
> 1.45% MICA on total salary

Retirement*

Subobject Code 01011

> Regular 5.76%
> Special 16.01%

*Estimates based on 2002 rates

Longevity Bonus

Subobject Code 00125

1. Upon completion of 15 - 19 years of full-time continuous County Service
    15 years .... 1.5 percent bonus payment of base salary
    16 years .... 1.6 percent bonus payment of base salary
    17 years .... 1.7 percent bonus payment of base salary
    18 years .... 1.8 percent bonus payment of base salary
    19 years .... 1.9 percent bonus payment of base salary

2. Upon completion of 20 - 24 years of full-time continuous County Service
    20 years .... 2.0 percent bonus payment of base salary
    21 years .... 2.1 percent bonus payment of base salary
    22 years .... 2.2 percent bonus payment of base salary
    23 years .... 2.3 percent bonus payment of base salary
    24 years .... 2.4 percent bonus payment of base salary

3. Upon completion of 25 years or more of full-time continuous County Service
    25 years .... 2.5 percent bonus payment of base salary
    26 years .... 2.6 percent bonus payment of base salary
    27 years .... 2.7 percent bonus payment of base salary
    28 years .... 2.8 percent bonus payment of base salary
    29 years .... 2.9 percent bonus payment of base salary
    30 years .... 3.0 percent bonus payment of base salary

In all cases, employees with fifteen (15) years of continuous full-time service shall receive a minimum of three hundred fifty ($350.00) dollars longevity bonus payment on their anniversary dates and each year thereafter.

Notes: The Automated Budget Development System (ABDS) calculates social security, retirement, and longevity bonus for departments automatically. Retirement calculations done by ABDS are based on the actual retirement plans to which an individual belongs.

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305)-375-4011

Group Health Insurance

Subobject Code 01110

$5,350 per person per year

New hires are not eligible for group health insurance until they have completed three months of continuous service. Part-time employees who work more than 60 hours a pay period are eligible for health insurance.

Flex Dollars

Subobject Code 00122

All employees eligible for group health insurance or the Flexible Benefits Plan, who have worked for at least 90 days will receive at least $600 annually ($23.07 per pay period) of flex dollars. Effective January 4, 2004, this base amount will increase to $800 ($30.77 per pay period). Employees may receive more depending on their medical plan enrollment. ABDS will automatically use the prorated amount of $849, a weighted average between all health plans.

Annual Amount Per Person	Health Plan Enrollment
base	PBA, Cigna, Fire Union
base + $130	JMH Health Plan, AvMed, Humana
base + $260	VISTA
$849	Weighted average/default value for vacant positions used by ABDS

Employees are eligible for flex dollars when they become eligible to enroll in a health insurance program.

Group Life Insurance

Subobject 01111

Base annual salary x .003024

Unemployment Insurance

SUB-OBJECT CODE   01116

Departments should budget for unemployment insurance costs using the following schedule.

Department	Amount
County Attorney	2,500
Audit & Management Services	3,000
Aviation	16,000
Building Department	10,000
Office of Management & Budget	4,500
Community Action Agency	28,000
County Commission	4,000
Community & Economic Development	1,000
Office of the Clerk	16,000
County Manager's Office	8,000
Corrections & Rehabilitation	30,000
Communications	11,000
Environmental Resources Management	10,000
Elections	50,000
Finance	9,000
Fire & Rescue	22,000
General Government	1,000
General Services Administration	8,000
Miami-Dade Housing Agency	1,000
Human Services	5,000
Information Technology	1,500
Judicial Administration	37,000
Library	6,000
Miami-Dade Transit Agency	60,000
Non-Departmental	7,500
Miami-Dade Police	65,000
Procurement Management	3,000
Public Works	9,500
Park & Recreation	40,000
Planning & Zoning	10,000
Solid Waste	8,000
Team Metro	6,000
Water & Sewer	35,000

Contact: Clayton Baptiste, Division Director, ASD
General Services Administration, 305-375-4123

Sick Leave Reimbursement Schedule

Subobject Code 00154

The County will reimburse employees who retire or resign from County service for their unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the schedule described below. Non-special risk full-time employees who retire with less than 30 years will receive up to a maximum of 1,000 hours of sick leave. Special risk full-time employees and Executives in Groups 1, 2, and 3 who retire with less than 25 years will also receive up to a maximum of 1,000 hours of sick leave.

Refer to County Leave Manual Section 02.08.08 for further clarification.

Departments should only budget funds in this subobject code for those employees who will be retiring or resigning from the County during the FY 2002-03.

Non-Special Risk Full-Time Employees

Length of Service	Percentage
Less than 10 years	No payment
10 years but less than 11 years	25% payment
11 years but less than 12 years	30% payment
12 years but less than 13 years	35% payment
13 years but less than 14 years	40% payment
14 years but less than 15 years	45% payment
15 years but less than 16 years	50% payment
16 years but less than 17 years	55% payment
17 years but less than 18 years	60% payment
18 years but less than 19 years	65% payment
19 years but less than 20 years	70% payment
20 years but less than 21 years	75% payment
21 years but less than 22 years	77.5% payment
22 years but less than 23 years	80% payment
23 years but less than 24 years	82.5% payment
24 years but less than 25 years	85% payment
25 years but less than 26 years	87.5% payment
26 years but less than 27 years	90% payment
27 years but less than 28 years	92.5% payment
28 years but less than 29 years	95% payment
29 years but less than 30 years	97.5% payment
30 years or more	100% payment

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305)-375-4011

Special Risk Full-Time Employees

Special Risk Employees who retire after 21 years of full-time county employment are subject to the following schedule:

Length of Service	Payment
21 years but less than 22 years	80% payment
22 years but less than 23 years	85% payment
23 years but less than 24 years	90% payment
24 years but less than 25 years	95% payment
25 years	100% payment

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011.

COUNTY PROVIDED SERVICES
Insurance Rates
Risk Management Division
GENERAL SERVICES ADMINISTRATION (GSA)

Following are insurance rates for FY 2003-04. Departments that purchase insurance or participate in special self-insurance programs will receive individual projections for FY 2003-04. Risk Management staff can assist departments during the budget process.

The premium for Workers' Compensation is based on a department's last three fiscal years' historical experience combined with man-hour exposure relative to all other county departments and is provided at the departmental level. For budget preparation, departments may wish to distribute their premium on a budgeted position basis.

The total premium for General Liability remains at the same level as for FY 2002-03. It is provided at the departmental level and is distributed based on the number of budgeted, full-time positions as of October 1, 2002.

The Police Professional Liability premium is distributed based on claims experience between the Miami-Dade Police Department (MDPD) and the Corrections and Rehabilitation Department. A pro-ration is made for sworn personnel between MDPD and the Aviation Department.

Subobject		**Rate**
01115	Workers' Compensation	Reference following pages
23210	General Liability	Reference following pages
23220	Automobile Liability Insurance	
	Police Vehicles	$950 per vehicle per year
	Light Vehicles	$500 per vehicle per year
	Heavy Equipment	$750 per vehicle per year
	Aviation Vehicles	$850 per vehicle
23230	Police Professional Liability	
	Miami-Dade Police	$2,434,200
	Corrections and Rehabilitation	963,026
	Aviation	43,903

CONTACT: Clayton Baptiste, Division Director
(305) 375-4123

WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE RATES		
	Workers' Compensation	General Liability
DEPARTMENT	01115	23210
Office of the Mayor	13,100	20,200
Board Of County Commissioners	26,500	52,400
County Attorney	24,000	63,500
County Manager	21,700	35,300
Management and Budget	8,100	18,100
Chief Information Officer	1,100	1,900
Miami-Dade Police	5,871,700	2,111,600
Judicial Administration	215,300	232,400
Office of the Clerk	536,800	598,900
Corrections and Rehabilitation	2,293,600	1,287,400
Fire and Rescue	3,657,900	832,800
Medical Examiner	12,400	28,700
Building	160,200	153,200
Building Code Compliance	43,000	26,200
Law Library	5,100	10,600
Legal Aid	11,900	24,600
Consumer Services	29,500	53,400
Public Works	546,800	314,600
Miami-Dade Transit Agency	4,343,500	-
Aviation	1,012,800	-
Seaport	143,800	127,000
Metropolitan Planning Organization	9,400	8,500
Park and Recreation	1,701,500	446,300
Library	164,900	217,300
Cultural Affairs		
Cultural Affairs Council	3,300	7,600
Performing Arts Center	1,000	2,200
Art in Public Places	1,400	3,300
Safe Neighborhood Parks	800	2,000
Solid Waste Management	2,836,700	518,200
Vizcaya Museum	21,800	16,000
Environmental Resources Management	137,500	228,400
Miami-Dade Water and Sewer	2,498,100	-
Business Development	18,500	27,700
Human Services	400,900	451,500
Welfare to Work	21,700	24,400
Community Action Agency	476,500	280,300
Miami-Dade Housing Agency	513,900	-
Community and Economic Development	16,400	41,300

WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE RATES		
	Workers' Compensation	**General Liability**
DEPARTMENT	**01115**	**23210**
Homeless Trust	1,900	5,000
Metro-Miami Action Plan	17,600	9,600
Elections	29,700	32,800
Property Appraisal	89,300	118,500
Planning and Zoning	47,700	66,500
Team Metro	120,900	102,800
Ethics Commission and Inspector General	2,500	5,100
Independent Review Panel	1,000	2,500
Employee Relations	289,800	71,100
Finance	98,800	141,100
Audit and Management Services	10,300	24,200
Information Technology	140,300	241,000
General Services Administration	615,800	340,800
Procurement Management	18,300	38,300
Communications	11,500	19,200
Historic Preservation	500	-
Miami-Dade Empowerment Trust	2,200	-
Capital Improvement Construction Coordination	1,600	2,800
Office of Performance Improvement	2,900	6,600
SFETC	31,300	-
Total	**$ 29,337,000**	**$ 9,495,700**

Contact: Clayton Baptiste, Division Director
(305) 375-4123

Mail, Office Supplies, and Moving Services and Fees
Materials Management
GENERAL SERVICES ADMINISTRATION (GSA)

U.S. MAIL
U.S. Mail postage charges are assessed monthly. For FAMIS departments, these charges will appear on monthly FAMIS reports as journal entries. Non-FAMIS departments will receive invoices for these charges.

INTER-OFFICE MAIL
No charge is made for scheduled inter-office delivery service. Requested non-scheduled deliveries will be charged the actual personnel and vehicle operating costs.

GRAPHICS MANAGEMENT
All presswork and graphics design services are individually priced based on actual job costs. Cost estimates will be provided on any anticipated major project. Call Lissie Allen, Graphics Manager at 305-592-3016 to discuss specific needs, and/or to obtain estimates. Quick-copy charges are $.033 per impression. Production runs greater than 5,000 impressions will be charged at the reduced rate of $.030. A complete quick-copy rate schedule is available upon request.

SUPPLY CENTER
Stability in general merchandise prices is expected to continue for FY 2002-03. Generally, departments are advised to budget amounts consistent with current spending levels.

MOVING CREW SERVICE
Services include crew, equipment, and supervision necessary to perform most moving needs. Service rate is $65 per hour.

RE-ISSUED FURNITURE
A stock of usable furniture is available for reissue, with a nominal service charge, from the Property Re-Allocation Unit at 2225 NW 72nd Ave., Miami FL.

Contact: Lou Lesinski, Director, Materials Management Division
(305)-592-3752

On the following pages are the projected and recommended fleet costs for this year and next. While fleet costs are often difficult to project because of the unpredictability of the cost of parts, contractual services, and fuel, which account for over 60 percent of the expenditures, the attached estimates have been prepared to serve as a guide in your budget preparation. Because of the accelerated timeframe required by the budget process, departments should review last year's actual expenditures to verify our projections.

Since Fleet Management uses multiple sub-object expenditure codes and charges on an index code basis within your department, it will be necessary for you to distribute the departmental totals which are provided in the following tables into your various index codes. Generally, appropriations in Fleet Management subobject #26062 (mileage) or subobject #26072 (heavy labor) for the entire index code is acceptable. On a monthly basis Fleet Management will mail you a detailed summary of your fleet charges along with the monthly EMS statement, for fiscal months two, three, and four to assist you in budget preparation. If you wish further refinement within specific index codes, please refer any questions to the division liaisons listed below. Additionally, as we have done in the past, if there are changes in your projections and recommendations, we will update these figures as the fiscal year progresses.

Also, attached is a table listing the funds to be budgeted by department for the Fleet Vehicle Replacement (subobject #26067). Please do not combine this amount with your fleet operations totals. The final vehicle purchase figures for this year are not yet available. As this information is developed you will be notified of any changes to the FY 2002-03 projected and/or the FY 2003-04 recommended budget amounts.

If you are adding vehicles to your current fleet, it is the operating department's responsibility to provide the initial funding for those vehicles. Operating expenditures for additional vehicles will also need to be budgeted.

Insurance amounts for light equipment (subobject #26065) and heavy equipment (subobject #26075) should be calculated based on the per vehicle rates found in the General Services Administration, Risk Management Division rates section.

Contact: **Olga Diaz, (Operations), (305) 375-2295**
         Reinaldo Llerena, (Vehicle Replacement Trust Fund)
         (305) 375-2299

FLEET OPERATING CHARGES
Fleet Management
GENERAL SERVICES ADMINISTRATION (GSA)

DEPT.	COUNTY DEPARTMENT	2001-2002 ACTUAL	2002-2003 BUDGET	2002-2003 PROJECTED	2003-2004 BUDGET
AT	County Attorney	8,500	7,000	8,500	8,500
AV	Aviation		500,000	500,000	500,000
BC	Bldg. Code Compliance	54,900	50,000	60,000	60,000
BD	Dept. Business Development	11,200	9,000	12,500	12,500
BL	Building Department	436,700	450,000	450,000	450,000
CA	Community Action Agency	293,600	300,000	325,000	325,000
CC	County Commission	39,600	40,000	40,000	40,000
CD	Community Development	44,000	35,000	45,000	45,000
CL	Clerk of Court	49,400	40,000	55,000	55,000
CM	County Manager	13,000	15,000	15,000	15,000
CQ	Capital Improvements	10,000	12,000	12,000	12,000
CR	Corrections & Rehabilitation	857,800	900,000	900,000	900,000
CS	Consumer Services	106,700	120,000	120,000	120,000
CT	Communications	15,000	20,000	20,000	20,000
DE	D.E.R.M.	216,000	225,000	225,000	225,000
EL	Elections	17,000	20,000	15,000	15,000
FN	Finance	40,000	40,000	40,000	40,000
GS	G. S. A.	317,400	330,000	330,000	330,000
HD	Metro Dade Housing Agency	655,400	700,000	700,000	700,000
HS	Human Services	485,500	600,000	550,000	550,000
IT	I.T.D.	283,200	250,000	300,000	300,000
JA	Judicial Administration	110,500	140,000	140,000	140,000
LB	Library	99,700	130,000	130,000	130,000
MA	Office of the Mayor	16,200	15,000	18,000	18,000
ME	Medical Examiner	5,700	8,500	6,000	6,000
MT	M.D.T.A.	1,581,000	2,000,000	2,000,000	2,000,000
PA	Property Appraiser	66,900	85,000	85,000	85,000
PD	M.D.P.D.	12,792,000	15,000,000	15,000,000	15,000,000
PR	Park & Recreation	1,202,800	1,600,000	1,600,000	1,600,000
PW	Public Works	2,579,100	3,000,000	3,000,000	3,000,000
PZ	Planning & Zoning	49,900	50,000	50,000	50,000
SP	Seaport	310,600	300,000	300,000	300,000
SW	Solid Waste Collection	11,080,000	11,000,000	11,000,000	11,000,000
SW	Solid Waste Disposal	7,590,000	8,000,000	8,000,000	8,000,000
TM	Team Metro	206,500	200,000	220,000	220,000
VZ	Vizcaya Museum	9,000	15,000	15,000	15,000
WS	Water & Sewer	2,287,000	2,400,000	2,400,000	2,400,000

Note: Depts. With actual and projected fleet charges less than $5,000 are not included above.

FLEET VEHICLE REPLACEMENT CHARGES

DEPT.	DEPARTMENTS	2001 - 2002 ACTUAL	2002-2003 BUDGET	2002-2003 PROJECTED	2003-2004 BUDGET
BC	Building Code Compliance	62,100	80,000	75,000	80,000
BD	Dept. of Business Development	8,300	8,000	13,000	13,000
BL	Building Department	349,300	335,000	365,000	365,000
CA	CAA	171,800	200,000	180,000	190,000
CC	County Commission	17,700	20,000	25,000	25,000
CD	Community Development	16,400	31,000	10,000	10,000
CL	Clerk of Court	43,000	46,000	53,000	53,000
CQ	Capital Improvements	17,600	15,000	23,000	23,000
CR	Corrections & Rehabilitation	1,259,100	1,400,000	1,300,000	1,400,000
CS	Consumer Services	106,200	125,000	120,000	120,000
CT	Communications	17,500	20,000	20,000	20,000
DE	DERM	341,400	420,000	390,000	400,000
EL	Elections	28,100	19,000	48,000	30,000
FN	Finance	33,000	40,000	34,000	34,000
FR	Fire	3,062,200	3,500,000	3,700,000 [1]	4,750,000 [2]
GS	GSA	318,200	375,000	325,000	325,000
HD	Metro-Dade Housing Agency	776,900	1,000,000	800,000	800,000
HS	Human Services	545,200	625,000	570,000	575,000
IT	ITD	304,200	375,000	325,000	325,000
JA	Judicial Administration	43,900	50,000	45,000	45,000
JU	Juvenile Assessment			25,000	25,000
LB	Library	86,300	120,000	180,000 [3]	185,000
MA	Office of the Mayor	17,800	20,000	20,000	20,000
ME	Medical Examiner	7,500	10,000	10,000	10,000
MT	MDT	90,900	90,000	110,000	120,000
PA	Property Appraiser	112,200	125,000	120,000	125,000
PD	MDPD	10,068,000	10,000,000	11,000,000	11,000,000
PR	Park & Recreation	1,332,800	1,500,000	1,300,000	1,300,000
PW	Public Works	1,012,000	1,140,000	1,100,000	1,100,000

DEPT.	DEPARTMENTS	2001 - 2002 ACTUAL	2002-2003 BUDGET	2002-2003 PROJECTED	2003-2004 BUDGET
PZ	Planning & Zoning	39,900	40,000	45,000	45,000
SP	Seaport	249,800	280,000	320,000	325,000
SW	Solid Waste	480,500	270,000	500,000	500,000
TM	Team Metro	268,700	290,000	270,000	270,000
VZ	Vizcaya	9,600	15,000	13,000	13,000

(1) Includes 13 new rescues and 5 new pumpers.

(2) Includes 13 new rescues and 3 new pumpers.

(3) Includes 2 new bookmobiles.

Note: Departments with actual and projected fleet charges less than $5,000 are not included above.

Special Charges
Facilities and Utilities Management
GENERAL SERVICES ADMINISTRATION (GSA)

FACILITY AFTER-HOURS CHARGES

Departments anticipating use of GSA-managed buildings outside of normal operating hours should budget these amounts to cover the additional utilities, security, janitorial and building labor expense associated with making the building available during such periods:

BUILDING	AFTER-HOUR CHARGE (PER HOUR)
Caleb Center	$50.00
Courthouse Center	$55.00
E.R. Graham Building	$50.00
Miami-Dade Flagler Building	$65.00
North Miami-Dade Justice Center	$50.00
Public Defender Building	$50.00
South Miami-Dade Government Center	$50.00
Stephen P. Clark Center (Floors 1-17)	$135.00
Stephen P. Clark Center (Floors 18-29)	$150.00

Contact: Jose D. Mendez, Physical Plant Manager
GSA/Facilities Management Division, (305) 375-3907

Elevator Management
Facilities and Utilities Management
GENERAL SERVICES ADMINISTRATION (GSA)

ELEVATOR ENGINEER

GSA Facilities and Utilities Management Division oversees the administration of the County's maintenance contracts for elevators, escalators, moving walks, and conveyors. As a part of this function, staff performs contract compliance field inspections, conducts periodic compliance meetings with vendors, and responds to specific departmental complaints. In addition, consulting services are available to assist departments with new equipment needs, as well as to address the maintenance and operational issues for existing equipment. Assistance with special projects or the investigation of catastrophic accidents or damage is also available. Departments requiring the services of GSA's Elevator Engineer or associated staff are charged $75.00 per hour.

It is currently anticipated that the GSA Elevator Engineering Section will also assume the function of performing periodic code-required inspections of existing and new elevators and related equipment in County facilities, a function previously provided by the Building Department. These services will be provided on a fixed fee scale, roughly equivalent to those fees previously charged by the Building Department for the same services.

Similarly, the section anticipates providing the witnessing of equipment tests to comply with new statutory requirements. This service, not previously required or provided, generally requires one hour per unit, per year, and will be billed at the standard $75.00 hourly rate.

As in the past, all services rendered by the Elevator Section are fee-based. Total expense for each department will vary, depending on the total number of units; the age, degree of use, and condition of the units, and the number of new units in planning or installation. Departments should contact GSA for a more detailed expense projection for each agency.

Contact: Michael A. Chavez, Elevator Engineer,
GSA/Facilities Management Division, (305) 375-3912

Security Charges
Facilities and Utilities Management
GENERAL SERVICES ADMINISTRATION (GSA)

SERVICES	CHARGES
Service calls for maintenance and repair on alarms, closed circuit television, and other security equipment	$55.00 per hour plus parts and charges;
Installation of new security equipment	Call for an estimate
Security Alarm System Monitoring: Non-Key Response - GSA notifies facility's contact person and/or police upon alarm activation. Computer reports listing dates and times that facility is opened and closed are available upon request	$36.00 per month for each numbered account
Security Alarm System Monitoring: Key Response - GSA notifies facility's person and/ or police when alarms are activated. If needed, GSA will respond to let police enter facility and will reset alarm if necessary. Departments requesting this service must provide a set of keys to GSA. Computer reports listing opening and closing times of facilities are available upon request	$54.00 per month for each numbered account
Administration of security guard contracts and on-site supervision	8 percent added to invoices

Vehicle (patrol car or motorized cart) – for security officer	$3.00 per hour for patrol vehicle; $1.00 per hour for motorized cart (8 hours minimum). Charges based on current vendor contracts, and subject to change
Security guards, armed or unarmed with radios and uniforms or blazers Level 1: Watchman-type guard unarmed Level 2: Standard guard, armed or unarmed Level 3: Specially trained, armed security Officer	Subject to contractual agreement. Amount varies according to sector. Contact GSA Security for a more detailed expense projection for individual locations or departments.
Security surveys, investigations, consultations, surveillance planning	$65.00 per hour

CONTACT: Edward Hollander, CPP, CFE, Chief of Security
Facilities Management Division
(305) 375-1010

Integrated Pest Management
Facilities and Utilities Management
GENERAL SERVICES ADMINISTRATION (GSA)

In 1993, the County Manager directed the establishment of an Integrated Pest Management (IPM) Program to be directed by an entomologist under GSA's supervision. The IPM Program has replaced conventional pest control measures that use potentially toxic chemicals with environmentally safe procedures. Funding for this program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the Department of Procurement Management. Departments should budget IPM charges under sub-object code 22340 in accordance with the schedule below. Included in this charge is availability of the entomologist for consultant services for departments' individual pest control problems.

DEPARTMENT	NUMBER OF FACILITIES	% OF TOTAL	TOTAL COST
Aviation	132	20.9%	$16,720
Community Action Agency	30	4.7%	3,760
Consumer Services	3	0.5%	400
Correction and Rehabilitation	10	1.6%	1,280
Fire	42	6.6%	5,280
General Services Administration	38	6.0%	4,800
Human Services	46	7.3%	5,840
Library	28	4.4%	3,520
Park and Recreation	113	17.9%	14,320
Miami-Dade Police Department	14	2.2%	1,760
Miami-Dade Transit	58	9.2%	7,360
Public Works	28	4.4%	3,520
Seaport	32	5.1%	4,080
Solid Waste	33	5.2%	4,160
Water and Sewer	25	4.0%	3,200
TOTAL	632	100%	

Contact: Jude Plummer, IPM Manager
GSA/Facilities Management Division
(305) 375-3730

Level "A" – Prime Power
Level "B" – Stand-by Power
Level "C" – Emergency Light Duty Generators

On-site electric power generators provide auxiliary prime and backup power to County-owned facilities. Scheduled preventive maintenance is provided in accordance with a service agreement for each unit, for a fixed monthly fee. Emergency and other unscheduled repair services are charged on a time and materials basis.

Standard operations and maintenance service for all classes of backup/emergency generators are provided under three types of service agreements: weekly, bi-weekly and monthly. Rates are quoted on service agreements with departments for each machine. Special request and breakdown/repair labor charges for GSA's service technicians are $55.00 per hour regular time and $80.00 per hour overtime. Labor charges for outside contractors during normal working hours are $63.00 per hour, portal to portal, and $94.00 per hour overtime. Outside contractor labor rates are estimated based on current County contracts. Departments and agencies will be charged by GSA for actual hourly and overtime rates for the outside labor and parts used. Hourly rate includes transportation and consumables. An administrative charge will be added for materials and outside labor use.

GSA is not responsible for refueling generator tanks. This responsibility rests with the facility manager of the Department owning the equipment.

Contact: Gustavo H. Suarez, GSA Utilities Manager
GSA/Facilities Management Division
(305) 375-1818

Monthly Parking of County Vehicles
Administrative Services
GENERAL SERVICES ADMINISTRATION (GSA)

All County vehicles that park in County parking facilities will be charged a monthly fee. The rate for each month, or part thereof, is $30.00 per vehicle. Departments should base their annual budget expenditures on the following formula: (number of vehicles x $30.00 x 12). Sub-object 31320 should be used for this purpose.

Daily Parking of County Vehicles or Downtown Business Visits

Effective January 1, 2002, County Departments and Agencies have been purchasing parking validation stickers from the Parking Manager's Office for their employees' use when on downtown business. Stickers for the Cultural Center, 140 West Flagler and Hickman Garages can be purchased in booklets of 100 stickers for $360. Departments and Agencies can continue to acquire these booklets by having their <u>authorized representatives</u> send their purchase requests, via memo, with their index code or check to the Parking Manager. Employees and visitors will then be issued stickers by their respective departments or agencies, as needed. Validation stickers are to be attached to the parking ticket and surrendered to the cashier on the way out of the facility.

Please remember:

- Validation stickers can be pre-purchased in booklets of 100 stickers for $360.

- Sticker purchase, issuance and usage are <u>managed by the department or agency</u>.

- No more logs for departmental back-charges by journal entry.

- **Failure to submit a validation sticker would require payment of the FULL TICKET parking rate at the cashier's window**.

- No more long, waiting lines at the cashier; simply surrender the validated ticket.

- You can access the parking website for your parking needs, applications, cancellations, and service changes.

- Monthly rates for *non-County vehicles* have been modified, as follows:
  140 West Flagler Garage $58.00
  Hickman Garage $52.75
  Cultural Center Garage $52.75

Contact: Carlos Gutierrez, Parking Manager
Phone: 305-375-3913
Fax: 305-375-3914
Email:GC1474@miamidade.gov

RENT ROLL FOR PROPRIETARY AGENCIES
General Services Administration
Facilities and Utilities Management Division

AGENCY	DIVISION	BUILDING	FLOOR	SPACE (SQ FT)	RENT PER SQ FT	ANNUAL RENT
Art in Public Places		Clark Center	6	2,757	$27.78	$76,589
Building Code Compliance		140 West Flagler	16	9,672	$20.43	$197,599
Building Department	Permits	South Dade Govt Center	1&B	1,869	$16.62	$31,063
Building Department	Storage	South Dade Govt Center	2A	780	$16.62	$12,964
Business Development	Business & Econ. Dev.	140 West Flagler	11	5,180	$20.43	$105,827
Business Development	Business & Econ. Dev.	Courthouse Center	28	11,797	$12.41	$146,401
Chief Information Officer		Clark Center	17	1,060	$27.78	$29,447
Community Development		140 West Flagler	10&11	17,111	$20.43	$349,578
Consumer Services	Advocate/Protection	140 West Flagler	9	2,250	$20.43	$45,968
Consumer Services	Cable TV	140 West Flagler	9	690	$20.43	$14,097
Consumer Services	Cooperative Ext.	Cooperative Extension	1	14,822	$4.04	$59,881
Consumer Services	Director's Office	140 West Flagler	9	2,723	$20.43	$55,631
Consumer Services	P.T.R.D.	140 West Flagler	9	3,494	$20.43	$71,382
Consumer Services	PTRD	140 West Flagler	8	1,230	$20.43	$25,129
Consumer Services	PTRD	140 West Flagler	9	810	$20.43	$16,548
County Manager	CICC	Clark Center	6	800	$27.78	$22,224
County Manager	CICC	Clark Center	17	1,953	$27.78	$54,254
County Manager	CICC	Clark Center	25	2,561	$27.78	$71,145
County Manager	Ryan White Program (OMB)	140 West Flagler	16	1,240	$20.43	$25,333
County Manager	Safe Neighborhood Parks	South Dade Govt Center	1	916	$16.62	$15,224
County Manager	Urban Revitalization	140 West Flagler	11	826	$20.43	$16,875

AGENCY	DIVISION	BUILDING	FLOOR	SPACE (SQ FT)	RENT PER SQ FT	ANNUAL RENT
County Manager	Water Management	Clark Center	25	1,492	$27.78	$41,448
Cultural Affairs Council		Clark Center	1	534	$27.78	$14,835
Cultural Affairs Council		Clark Center	6	4,695	$27.78	$130,427
DERM	Laboratory	Central Support Facility	1	9,160	$13.40	$122,744
DERM		Clark Center	10	4,027	$27.78	$111,870
DERM		Metro Annex	2	100	$3.49	$349
DERM		South Dade Govt Center	B	2,284	$6.00	$13,704
E-Gov		Clark Center	10	600	$27.78	$16,668
Finance	Cash Management	Clark Center	26	744	$27.78	$20,668
Finance	Credit & Collections	Clark Center	26	3,591	$27.78	$99,758
Finance	FEMA Accounting	Clark Center	26	602	$27.78	$16,724
Fire Department		Data Processing Center	1&2	4,657	$17.61	$82,010
GSA	CMRS	Clark Center	24	3,941	$27.78	$109,481
GSA	Director/Admin Services	Clark Center	24	6,171	$27.78	$171,430
GSA	Fleet Management	Clark Center	24	4,379	$27.78	$121,649
GSA	Real Estate Mgt.	Clark Center	24	2,709	$27.78	$75,256
GSA	Risk Management	Clark Center	23	17,200	$27.78	$477,816
GSA	Security Mgt.	Central Support Facility	1	903	$13.40	$12,100
Homeless Trust		Clark Center	27	1,330	$27.78	$36,947
Human Services Department	Child Development	South Dade Govt Center	2	1,794	$16.62	$29,816
Information Technology	Computer Repair	South Dade Govt Center	B	180	$8.34	$1,501
Information Technology	Help Desk	Clark Center	17	829	$27.78	$23,030
Information Technology	Telecommunications	Clark Center	3	2,500	$27.78	$69,450
Information Technology	Telecommunications	Clark Center	17	242	$27.78	$6,723
Information Technology	Telecommunications	Clark Center	30	9,440	$4.00	$37,760
Information Technology	Telecommunications	Cultural Center	B	3,033	$6.19	$18,774

AGENCY	DIVISION	BUILDING	FLOOR	SPACE (SQ FT)	RENT PER SQ FT	ANNUAL RENT
Information Technology	Telecommunications	Telecom Control Center	all	11,008	$8.34	$91,807
Information Technology	Telecommunications (Jose)	Clark Center	6	224	$27.78	$6,223
Information Technology		Clark Center	10	600	$27.78	$16,668
Information Technology		Clark Center	14	287	$27.78	$7,973
Library Department		Caleb Center	1	11,644	$16.08	$187,236
Library Department		Cultural Center	all	201,200	$6.19	$1,245,428
Mayor	Sister's City Off.	Clark Center	29	300	$27.78	$8,334
Metropolitan Planning Organization		Clark Center	9	3,800	$27.78	$105,564
Miami-Dade Police	Code Enforcement	South Dade Govt Center	1	830	$16.62	$13,795
Miami-Dade Transit	Wackenhut Corp.	Clark Center	4	444	$27.78	$12,334
Planning & Zoning		Clark Center	11	15,668	$27.78	$435,257
Public Works Department	Construction Div.	Clark Center	14	6,952	$27.78	$193,127
Public Works Department	Spec. Taxing Dist.	Clark Center	15	1,872	$6.00	$11,232
Public Works Department	Subdivision Platting	Clark Center	14	1,234	$27.78	$34,281
Team Metro	Citizens' Outreach	Clark Center	14	8,127	$27.78	$225,768
Team Metro		Caleb Center	7	2,282	$16.08	$36,695
Water & Sewer		140 West Flagler	1	220	$20.43	$4,495
Water & Sewer		Caleb Center	1	1,300	$16.08	$20,904
Water & Sewer		South Dade Govt Center	1	1,024	$16.62	$17,019

Liaison: Jerry S. Hall, Director, GSA Facilities and Utilities Management Division, 305-375-3465

NOTES:
Rental Rates listed above are based upon space allocations <u>as they are known</u> on January 1, 2003. Departments that plan to move, expand or contract during the current or next fiscal year should contact GSA and the departmental budget analyst in order to make the appropriate rental adjustments. These amounts are intended as guides; departments will be charged for actual space occupancies.

County departments must use the Work Order and Service Ticket system, through the Construction Management and Renovation Services Division (CMRS), to initiate requests for repairs, preventive maintenance, space planning, office designs or relocations, signage improvements, architectural and engineering building renovation and new construction work to be performed at their facilities. Departments are encouraged to determine their needs or request assistance from CMRS with estimating for budgeting purposes, for projects that will be initiated during the fiscal year. Billing for all work occurs on a monthly basis.

- Service Tickets are used for interior remodeling, repairs, and preventive maintenance on systems such as plumbing, electrical, air conditioning, or carpentry, painting, signage requests, and office redesign. Service Tickets are also opened when a department requests an estimate and/or a Scope of Work to be developed for a larger project.

- Work orders are initiated when it is determined that the scope of work being requested is for major repairs or renovations of plumbing, roof replacement, air conditioning, and office relocations or redesigns. These are larger type jobs and are more expensive and longer in duration than Service Tickets.

- Capital Projects are the largest type of project managed by CMRS. These are designated Capital Projects by the User Agency, the Office of Management and Budget Capital Coordinator and the CMRS Division. Capital Projects should also be initiated on a Work Order form.

Forms may be requested from the CMRS Division and will be sent to your office for completion. Call (305) 375-4131 for work related to furniture needs, carpeting, signage, office design, or space planning. All other requests for repair or maintenance service may be placed by calling (305) 547-5246. When the requesting department completes the forms and authorized signatures are acquired, the jobs are submitted for scheduling.

The following factors assist in prioritizing the response time for work assignments; emergency, health, life safety, and projected duration of the project. Work is typically performed during normal business hours except for emergencies or when it has been determined that the work is of such nature it cannot be, due to the disruption of the department's operations. The final decision to proceed is based on the nature of the work required and confirmed fund availability.

Contact: Etta Jardine, Construction Management & Renovation Services Division
(305)-375-1101

LEASE MANAGEMENT SERVICES
Lease management services are provided to all County departments that lease space.   These services include locating space, negotiating and preparing lease contracts, processing contracts for BCC approval, and overseeing design, build-out and occupancy of space. Staff also manages leases, coordinates maintenance and repairs to space, and administers all accounting activity for leases. The fee for these services is eight percent of the lease payments.

GOVERNMENTAL FACILITIES/ZONING HEARINGS
Any department proposing to utilize County-owned real property for a county purpose is required to submit the proposed use to the BCC for approval by public hearing prior to proceeding with development. The Real Estate Section of GSA/FUMD administers this process, which includes coordinating the review of proposals by the Site Review Committee, preparation of the committee's recommendation to the BCC, coordinating neighborhood meetings as required, submitting the item for review to the appropriate Community Council, and securing required legal notices for public meetings. In addition, departments leasing property or space from the private sector may require a zoning hearing for the planned use. This office is also available to assist departments with this process, including the hearing before the appropriate Community Council. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA, plus a $1,425 Planning and Zoning Department fee for administrative and advertising expenses.

LAND SALE SERVICES
The disposal process for County real property requires coordinating an assessment of future need for the real property by County agencies, processing requests to the Planning Advisory Board, administering the competitive bidding process, conducting contract closings, and processing agenda items to the BCC for required approvals. The standard fee for these services is 10 percent of the sale price.

JOINT DEVELOPMENT
Projects involving complex real estate transactions between County and private developers are handled by the Asset Management Unit. These projects typically involve negotiating complex leases and/or purchase options for County agencies, as well as preparing cost/benefit analyses and pro-forma statements. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA. Fees for subsequent GSA services arising from projects, e.g. lease administration or property management services would continue to apply.

ACQUISITION/DEVELOPMENT SERVICES
The acquisition and/or development of real property and facilities for County departments includes identifying and analyzing potential County and non-County sites; conducting site planning activities; securing necessary surveys, title abstracts, appraisals, environmental assessments and other professional services; negotiating and preparing contracts, deeds, easements and other legal documents for the purchase, donation, or use of non-County real

property; conducting contract closing; and processing agenda items for BCC approval. Fees charged for these services vary by the size and complexity of the project and are based upon the time spent and actual out-of-pocket expenses incurred by GSA.

Contact: Elva R. Marin, Manager, Real Estate Services
GSA/Facilities Management Division
(305) 375-5754

Electrical Energy
Facilities and Utilities Management
GENERAL SERVICES ADMINISTRATION (GSA)

Each department will receive its electricity cost projections for FY 2003-04 from GSA, based upon the department's actual accounts by rate and facility. The cost variables in each rate are calculated based on energy usage budgeted for FY 2002-03 and specified rate inflation factors.

Departments will need to assess FY 2002-03 usage by facility to determine any adjustments that will result from operational changes or equipment modifications. If these changes result in a cost different than GSA's projection, the department should contact GSA, Facilities and Utilities Management.

Contact: Louis Medeiros, Energy Systems Analyst
GSA/Facilities Management Division, (305) 375-1282

Sign Language Interpreters Fees
Office of Americans with Disabilities Act Coordination
GENERAL SERVICES ADMINISTRATION (GSA)

The departments below should budget for sign language interpreters cost using the following schedule that represents a 20 percent increase over FY 2001-2002 charges. Each department should budget their sign language interpreter services specifically by subobject code 11502.

A new contract for sign language was developed to allow utilization of multiple vendors, and the addition of new vendors at any time. When it implemented, it should allow the County to get the most competitive prices without losing access to scarce services. Departments will make their own arrangements for services and pay the vendors directly. Available through your departmental ADA Coordinator or the Office of ADA Coordination is a price list for emergency services. Also available is an e-mail document which contains directions, a list of vendors and a self-executing form for non-emergency service. Emergency services will still be arranged by telephone, and prices may be updated every six months. For non-emergency service, the self executing form can be forwarded to the vendors who must respond within one workday.

Because some interpreter services are charging higher fees and because the demand for interpreters is also increasing, you are encouraged to budget the amounts shown below as a minimum. If you anticipate more than a 10 percent increase in demand for your department, please budget accordingly.

Department	Cost
Audit & Management	$ 100
Office of Management & Budget	10,929
Community Action Agency	14,769
Off Community & Economic	132
Clerk of Court	168
Corrections & Rehabilitation	1,200
Communications	34,440
Cultural Affairs	960
Employee Relations	480
Finance Department	2,040
Fire Department	2,192
General Government	27,600
General Services Administration	15,171
Housing	1,200
Dept of Human Services	6,600
Hurricane Recovery	2,856
Judicial Administration	53,880
Metro-Dade Transit Agency	662
Non-Department	156
Metro-Dade Police Department	1,200
Park & Recreation	6,000
Dept Planning & Zoning	360
Solid Waste Management	240

**Americans with Disabilities Act
New Construction, Alterations, Maintenance,
and Architectural Barrier Removal**

Departments need to consider several aspects of the Americans with Disabilities Act Title II requirements when budgeting for facilities. All new construction must be fully accessible. There will be times when meeting minimum code requirements will not meet the needs of people using the facility who may not, for instance, be able to negotiate long ramps provided in lieu of an elevator. It may cost a little more to make facilities usable and easily accessible to all people.

All alterations need to meet standards of accessibility. If alterations amount to an alteration of a whole area, then the whole area must be made accessible. If alterations are made to a primary function area, such as offices, classrooms, a reception area, or an area of assembly, then the path

of travel, including the route from the parking to the area, and the restrooms, telephones and water foundations serving the primary function area, must be made accessible as long as the cost does not exceed 20 percent of the changes to the primary function area. What that means is if a facility is not already accessible, an additional 20 percent should be budgeted for the changes planned to a primary function area.

Departments need to make sure that all their plans are approved by the Office of ADA Coordination Design Section to insure compliance with ADA requirements.

The Florida Building Code and the ADA both require that facilities required to be made accessible in new construction or alterations be maintained so they continue to be accessible. Changes cannot be made that reduce accessibility. Accessible lever handled door hardware cannot be replaced with inaccessible round doorknobs. Walkways, pavers and ramps that become inaccessible because of roots or settling must be repaired. Door closers that can no longer be adjusted to meet maximum opening force requirements must be replaced. Accessible restrooms, assistive listening devices, and other features of accessibility must be maintained in good working order. Furniture, boxes, waste receptacles, etc. must not be placed in spaces required to be clear for accessibility.

Title II of the ADA requires that architectural barriers that deny access to programs or services be removed unless such removal will create an undue financial and administrative burden on the County. Such Barrier removal should have occurred by January of 1995. Since its creation shortly after the passage of the ADA, the Office of ADA Coordination has, for general fund facilities, been working on a list of priorities developed in conjunction with the Commission on Disability Issues. Priorities change based on departmental needs, complaints by persons with disabilities, and lawsuits. Proprietary departments are responsible for their own barrier removal and need to budget for it. The Office of ADA Coordination and the Commission on Disability Issues can provide assistance to all departments in the development of barrier removal plans.

Contact: Dan Holder, Office of ADA Administration
(305) 375-2013

DESCRIPTION		COMMODITY CODE	UNIT COST
Schedule of Commonly Used Equipment			
PROCUREMENT MANAGEMENT DEPARTMENT			
Air Conditioners,	10,000 BTU (Friedrich)	03000	425.00
(Not installed)	12,000 BTU (Friedrich)		450.00
	18,500 BTU (Friedrich)		565.00
	24,000 BTU (Friedrich)		600.00
Cabinets, steel filing	2 drawer, letter	42500	200.00
(With Lock)	2 drawer, legal		250.00
	4 drawer, letter		300.00
	4 drawer, legal		320.00
	5 drawer, letter		325.00
	2 drawer, legal		200.00
Cabinets, storage supply, steel, 78" x 36" x 18"		42500	300.00
Map (file) complete with cap & base, 36" x 48"		42524	850.00
Calculator, electronic printing, 4-function with memory		60016	56.40
Cameras, 35mm, SLR w/Lens		65527	350.00
	Polaroid, 600 - twin pack		17.00
Chain Saw, 18" Bar, Echo #CS-3000		44500	360.00
Chairs, metal posture swivel with arms, high back		42500	300.00
	metal side, with arm		100.00
	metal side, without arm		100.00
	metal secretarial posture swivel		120.00
Desk, steel double pedestal (30 x 60)		42500	400.00
	Secretarial with work station- typing adjunct		450.00
Dictator, with standard microphone		60052	453.20
Transcriber, with foot pedal and earphones		60052	440.00
Dividers, room, fabric, straight, 6' W x 5" H		42500	150.00
Drill, Electric, 1/2", Makita 6013 Br		44500	180.00
	Electric, 3/8", 1166 Dewalt		95.00
	Pneumaic Impact, 3/4"		220.00

Schedule of Commonly Used Equipment

PROCUREMENT MANAGEMENT DEPARTMENT

DESCRIPTION		COMMODITY CODE	UNIT COST
Edger, Grass Trimming, Gas Stihl #C75		51563	350.00
Fax Machine, Bubble Jet		60061	350.00
	Plain paper, programmable keys, speed dial and quick scan		to 400.00
Fax Machine, Laser		60061	700.00
	Plain paper, Multi-Function/Large memory scanner, speed dial, PC File transfer/Printer/Scanner		to 2,000.00
Lawn Mower, 22" cut Self Propelled, High Wheel SARLO M622SP		51563	810.00
	21" Cut Hand Pushed Toro #20444		450.00
Outboard Motor for boat		12000	
	6 HP Manual 15" Evinrude		1,080.00
	6 HP Manual 20" Evinrude		1,100.00
	8 HP Manual 15" Evinrude		1,428.00
	8 HP manual 20" Evinrude		1,448.00
	9.9 HP Manual 15" Evinrude		1,536.00
	9.9 HP Manual 20" Evinrude		1,556.00
	15 HP Electric 15" Evinrude		2,016.00
	15 HP Electric 20" Evinrude, push button start		1,808.00
	15 HP Electric 20" Evinrude, remote start		2,016.00
	25 HP Electric 15" 4 stroke E25EL451 Evinrude, remote start		2,096.00
	25 HP Electric 20" 4 stroke E25EL451 Evinrude, remote start		2,096.00
	25 HP Electric 15" Evinrude, push button start		1,537.00
	40 HP Electric 20" Evinrude, remote start, Touch Trim		2,300.00
	40 HP Electric 20" Evinrude, remote start, TNT		2,426.00
	40 HP Electric 15" Evinrude, push button start		3,784.00

PROCUREMENT MANAGEMENT DEPARTMENT

DESCRIPTION		COMMODITY CODE	UNIT COST
	40 HP Electric 15" Evinrude, push button start, Touch Trim		3,754.00
	40 HP Electric 15" Evinrude, push button start, TNT		3,784.00
Projector, 16mm movie		88030	2,000.00
	Overhead		410.00
	Slide		449.00
Screen, Projection 70" x 70"		88030	198.00
Pager Rental, Tone & Voice		72506	7.90/mo
	Digital		1.90/mo
Personal Computer, Dell DIMENSION 8250			
	Pentium 4 Processor at 2.66GHZ 533MHz system	20511	1,420.57
	Memory, 256MB PC1066 RDRAM (2X128 modules)		
	Hard Drive, (7200 RPM)		
	17 inch (16.0 viewable, .27dp) E772 Monitor		
	Video Card, 64MB DDR NVIDIA		
	Integrated Audio with Soundblaster Pro/16 Compatibility		
	48x Max Variable CD-ROM		
	Dell Jukebox, Keyboard, Mouse, 3.5 Floppy Drive		
	HP LaserJet 4050 Laser Printer - 17PPM 8MB RAM, Up to 200MB, 1200DPI (Part # C4251A #ABA)	20547	1,099.00
	HP Color LaserJet (discontinued) 4550N Laser Printer - 16PPM (Black) 4PPM (Color), 64MB, Up to 200MB, 600DPI (Black) (Part # C 7085A #ABA)	20547	1,835.00
	HP Color DeskJet (discontinued) 950 C Printer, Up to 11PPM (Black Up to 8.5PPM (Color) (Part # C 64228 A #ABA)	20547	300.00
Public Address System, Portable		48047	1,403.00

Schedule of Commonly Used Equipment

PROCUREMENT MANAGEMENT DEPARTMENT

DESCRIPTION		COMMODITY CODE	UNIT COST
String Trimmer for lawn maintenance (Good Quality) Stihl FS85		51535	339.00
Tape Recorder, Portable, Cassette, Built-in Condenser Microphone, uses standard cassettes		48082	50.00
Typewriters, Wheelwriter		60087	
	Swintec 7040 Electronic, Memory & Display		899.00
Welding and Cutting Outfit, complete		89500	334.00
File Cabinets - Lateral,		42500	
	2 drawer, legal		165.00
	4 drawer, legal		300.00
	5 drawer, legal		550.00
Stack Chairs,		42500	
	with arms		50.00
	with tablet arms		65.00
	w/o arms but sled bases		40.00
Folding Tables - Utility type		42500	
	Conference type, 30" x 72"		70.00
	36" x 96"		90.00

Contact: Tony Arroyo, (305) 375-4439

Architectural and Engineering Consultant Selection Fees
PROCUREMENT MANAGEMENT DEPARTMENT

Beginning in FY 2002-03, the Department of Procurement Management discontinued billing departments for the above fees. Instead, the functions supported by these revenues will be collected from the Capital Working Fund, which is a charge levied on capital projects budgeted in the respective year.

Contact your OMB analyst if you have any questions.

Sliding Fee Scale
DEPARTMENT OF BUSINESS DEVELOPMENT

Beginning in FY 2002-03, the Department of Business Development discontinued billing departments for the above fees. Instead, the functions supported by these revenues will be collected from the Capital Working Fund, which is a charge levied on capital projects budgeted in the respective year.

Contact your OMB analyst if you have any questions.

Testing and Validation Reimbursement Schedule
EMPLOYEE RELATIONS DEPARTMENT

The following departments should budget funds as indicated below for projected services to be rendered by the Testing and Validation Section, Employee Relations Department.

Department Name	Total Costs
Miami-Dade Transit Agency	$162,938
Miami-Dade Police	122,871
Fire and Rescue	142,904
Corrections and Rehabilitation	67,446
Aviation	68,113
General Government	36,728
Total	**$601,000**

The following departments should budget funds as indicated below for services related to payroll and unemployment compensation.

Department Name	Total Costs
General Services Administration	$263,000
Water and Sewer Department	56,166
Total	**$319,166**

Contact: Mary Lou Rizzo
Employee Relations Department
(305) 375-2670

Supervisor Certification Program

The Supervisor Certification Program is designed to increase the understanding and application of State and County legislation pertaining to the duties of Miami-Dade County Supervisors. This training is mandatory for all first-level supervisors at a charge of $100 per person per course for six core courses and two elective courses.

Core Courses:
Basic Management Skills (8 hours)
Orientation to Personnel Issues and Procedures (4 hours)
Fair Employment Practices (8 hours)
Understanding the Employee Appraisal System: A Proactive Approach (8 hours)
The Progressive Discipline System: Practice and Procedures (8 hours)
Supervisory Safety: Accident Prevention and Safety Awareness (8 hours)

Elective Courses:
Cultural Diversity (8 hours)
Customer Service and Communication (8 hours)
Procurement Guidelines (4 hours)
Structured Interview and Selection Techniques (8 hours)
Violence in the Workplace (4 hours)
Ethics (4 hours)
Accelerated Learning (8 hours)
Business Writing (8 hours)
Conflict Resolution (8 hours)
Dealing with Difficult People (4 hours)
Domestic Violence Awareness (4 hours)

Applications Development and Support
E-GOVERNMENT DEPARTMENT

Please note: A committee has been established to review the current approach for funding technology in the County. Recommendations that come from this committee might have an effect on the pricing of technological services that this department performs. Please be advised that the rates for services published could be modified.

The eGovernment Department (eGov) provides systems and services to assist County agencies in applying information technology to support and improve their operations. The department receives a subsidy from the general fund, which is applied toward the operations and basic maintenance support costs for specific legacy applications that serve countywide operations (as per the attached list). The costs for the development, enhancement and ongoing maintenance of other systems and services, which are not covered by the subsidy, are charged back to the using agencies.

APPLICATION SERVICES

Application Services include consulting, analysis/design, programming and project management for design, development, implementation, maintenance and support of applications. All applications development and support charges assessed to your departments are applied to sub

object code 26110. If assistance is needed in determining your funding requirement for development and support services, please contact your eGov representative.

Maintenance and Support of Departmental and Countywide Applications

Basic maintenance is defined as the repair and testing of defects that prevent the eGov supported application from processing accurately or producing correct results, or causes the application to have an abnormal end prior to job completion. These defects keep the system from performing accurately while meeting the original specified operational needs of the customer. This includes the evaluation and implementation of software fixes within third party software, such as FAMIS and ADPICS that support countywide operations. Minor legislative changes to meet new local, state and federal regulatory requirements will also be satisfied. Basic Maintenance for specific legacy applications will be covered by the general fund subsidy.

For all other agencies (enterprise, proprietary and certain general fund agencies) will be billed on an hourly basis according to the published rates or a contractual annual maintenance fee for basic maintenance activities performed on their respective eGov supported applications.

Modifications that exceed routine maintenance will be considered unplanned and will be billed according to the published rates. Any increase in maintenance support brought about by adding new functionality to an existing system or implementation of a newly developed application will be billed to the respective department or will require an increase in the general fund subsidy.

Enhancements and New Development

Development of new applications and enhancements or additions to existing applications to make them more responsive to operational requirements will be charged to the requesting departments. Ad hoc requests, which arise during the course of a fiscal year, will also be charged.

Types of Charges

Customers can opt to be billed hourly or establish a contract to obtain annual resources at a fixed rate. The hourly billing includes activities related to projects, including project management and administration, maintenance, and ad hoc reports. The fixed rate will be based on level of service performed and will include training and management costs. Costs related to staff assigned to on-call duties (24-hour support) will be charged where appropriate.

The hourly rates for FY 2003-04 are shown below along with the service and cost matrix. These rates are for work performed by County employees. Rates for contract programmers may be higher and will be quoted at time of engagement. Contract programmer rates will also include the contractor multiplier identified in the rate schedule. For budgeting purposes a full time equivalent (FTE) is considered to be 1,460 hours per year.

Hourly and Yearly Rates

Service	Extended Rate*	T & M Rate
Applications Programmer / Analyst	$73 per hour	$78 per hour
Technical Systems Programmer	**N/A**	$93 per hour
Project Manager	**N/A**	$90 per hour
Contractor Multiplier	15%	15%
On Call Fee	$8,900 per year	$8,900 per year

Extended rate applies to those contractual engagements that are 800 hours or more for the year. Engagements that are less than 800 hours for the year will be billed at the time and material rate (T & M Rate).

If your department currently has a contract with eGov for resources to support an application, please include the cost of these resources in your budget for next year.

Service and Cost Matrix

Type of Agreement	Frequency of Billing	Billable Rate	Type of Service
Fixed Contract	Annual, Monthly, or Milestones	Fixed	Contracted Resources / New Project Development
Extended Contract	Monthly	Hourly	Enhancements
Time & Materials	Completion	Hourly	Ad Hoc Reports /

Other Project Staffing Options

For application development, contractors are often hired on an as needed basis, from a pool of companies that responded to a bid issued by the County. Contractors are brought onboard to supplement the use of county resources, either as part of a team to provide maintenance and support to applications or to participate as members of a team in the development of new applications. They are usually hired for specific project duration and are then released. This practice allows eGov to use its technical resources to manage and control projects, and to retain staff knowledgeable of the application for maintenance and support.

The existing contracts will be re-bid during the upcoming year and rates will be quoted at time of engagement. The contractor fee is based on an hourly rate for the number of hours worked plus administrative overhead (contractor multiplier) and does not provide for the payment of per diem or any other expenses. The fees for contractors are determined by the results of the competitive bidding process and may, therefore, vary depending on the provider and technical level desired.

Application Service Representatives

If you are planning to make major changes to an existing system, implement a newly developed system or have other application or cost related questions, please contact your eGov representative to discuss requirements

Service	Contact Names	Phone Numbers
Application Consulting, Development and Maintenance	Ulma Gonzalez	(305) 596-8391
	Bob Landrian	(305) 596-8320
	June Randall	(305) 275-7816

Legacy Applications Supported through the General Fund Subsidy

Animal Regulatory/Financial Notices	ICI / ITD Billing & Work Order Systems
Auto Registration System	Inmate Profile System
Budget Preparation & Related Systems	ITD Online Standards Manual
Bulky Routing Application	Legistar
Burglar Alarm System	Lobbyist Registration System
Business Against Theft	MDTA Route Maintenance Application
CAD/911 & Related Systems	Medicaid Billing System
Capital Improvement Status Downloader (Portal Batch)	My Neighborhood - Capital Improvement
Case Management System	My Neighborhood - Crime Incident
Central Registration System	My Neighborhood - Sexual Offender / Predator
Child Development System	Occupational License System
Convention Tourism Tax System	Office of Community Services System
Correspondence Tracking System	Office of Emergency Assistance System
Crime Analysis System	Office of Rehabilitative Services System
Crime Analysis System - ArcView	Overnight Reporting
Criminal Justice System	Payroll & Related Systems
Dept of Youth & Family System	PDR Map Creation
Elderly Services System	PDR Property Inquiry
Empire Time	Planning & Zoning Landuse Mapping Application
Energy Management (GSA)	Police Reporting System
ERD Human Resource (HR) applications	Property Appraisal Agriculture Mapping
FAMIS	Property Appraisal Custom Mapping
FAMIS/ADPICS SYSTEMWIDE Report Writer	Property Appraisal Property Inquiry
FEMA	Property Appraisal Realty Change Multiplots
Finalist Address System	Property Appraisal Sales Analysis & Pricing
Fire Service Area Maps	Property Appraiser Tax Systems
Fixed Asset System	Sexual Predator Analysis System (Portal Batch)
Geocoder – Module	Stolen Vehicle System
GIS WCS Database Maintenance	Tax Collection Systems
GSA Custom Mapping	Team Metro Code Violations (Portal Batch)
GSA Property Inquiry	Telephone Locator System
Hearing Notification	Today's Routes and Results
Human Services	Traffic Information System

Legacy Applications Requiring General Fund Support

ADPICS/FAMIS GUI
Accounts Payable System
Adhoc Map Request
Administrative Orders Web
 Contract Monitoring ***
Correspondence Tracking System
EGOV Animal Control Lost & Found
EGOV E-Procurement Initiatives
Empowerment Zone Application
ERD HR Initiatives (Employee Self-Service)
Film Permitting Application
GSA Print Shop
ITD Online Standards Manual
Leave Manual

Legislative Information Center
Map Gallery
My Business - Economic Development
My Home - Property Information
My Neighborhood - Code Violation
My Neighborhood - Demographics
My Neighborhood - Flood Zone Information
My Neighborhood - Landuse Information
My Neighborhood - Property Sales
My Neighborhood - Routeme (New Project)
My Neighborhood - Zoning Information
Payroll BOS Enhancements
WebSphere/Payment Collection/Interface to FAMIS

Geographic Information System (GIS) and Metro-Net Charges

GIS and Metro-Net charges will be charged to proprietary/non-General Fund departments at a rate of 0.22 percent of the proposed departmental <u>operating</u> budget. General Fund departments will not be charged separately and the costs will be funded directly from the General Fund. For GIS/Metro-Net purposes, the following departments will be considered proprietary/non-General Fund:

Art in Public Places
Aviation
Building
Building Code Compliance
Business Development
Business Initiatives
Capital Improvement Contract Coordination
Chief Information Officer
Consumer Services
Cultural Affairs
Environmental Resource Management
Empowerment Zone Trust
Fire and Rescue
Finance
General Services Administration
Homeless Trust
Housing
Judicial Administration
Library
Metropolitan Planning Organization
Office of Community and Economic Development
Office of Management and Budget, Ryan White Program

Performing Arts Center Trust
Planning and Zoning
Safe Neighborhood Parks
Seaport
Solid Waste Management
Water and Sewer
Water Management

INFORMATION TECHNOLOGY DEPARTMENT

Please note: A committee has been established to review the current approach for funding technology in the County. Recommendations that come from this committee might have an effect on the pricing of technological services that this department performs. Please be advised that the rates for services published could be modified.

The Information Technology Department (ITD) provides systems and services to assist County agencies in applying information technology to support and improve their operations. The mission of the department is to provide leadership, strategic direction, and enterprise solutions to support our customers in accomplishing their business objectives. The service commitments for the department are:

- *To provide added-value services through innovative and efficient technology solutions.*
- *To manage a world class technology infrastructure delivering e-Government and public services.*

The department in support of the aforementioned, receives a subsidy from the general fund, which is applied toward the operation, and basic maintenance costs of the data center including replacement/upgrade and support of central processing facilities, operating systems, data management, and the County's wide area network. The costs for the development, enhancement, and ongoing maintenance of other systems and services, which are not covered by the subsidy, are charged back to the using agencies.

Labor Rates

Customers will be billed for hours associated with activities related to their projects, including project management and administration; hours for leave (annual, holiday, or sick time), general professional training, or general administrative activities will not be charged to the project. Overtime costs and costs related to staff assigned to on-call duties (24-hour support) will be added where appropriate and will be subject to customer approval.

The rates for FY 2003-04 are shown below. These rates are for work performed by County employees. Rates for contractors may be higher and will be quoted at time of engagement. For budgeting purposes a full time equivalent (FTE) is considered to be 1,460 hours per year.

Service	Out-Stationed Rate*	T & M Rate
Project Manager	$85 per hour	$90 per hour
Engineering Services	**$75 per hour**	$80 per hour
Technicians	**$55 per hour**	$60 per hour
Telephone Design Services	N/A	$60 per hour
Telephone Order Processing		$50 per hour
Parts	N/A	Cost plus 15% Stocking Fee

Outstationed rates are for those contracts in which the employee is physically residing at the customer's premise. In these circumstances, the customer provides for office space and covers the associated cost such as basic telephone and network access.

Oracle Software Maintenance Planning Guide

For a detailed report of all of your Oracle Licenses and expected maintenance costs, please contact Ivan Rodriguez at (305) 596-8960.

RF Communication Services Charges

ITD provides planning/design, engineering, project management, installation, maintenance, and consulting services to other County departments for the implementation and support of radio communications systems. Specific areas of service include UHF, VHF and microwave radio transmission systems; radios, pagers and other communication devices; video-conference and video distribution systems; public address and sound systems; security and alarm systems. Studies and engineering analysis required by a department for new, expanded or enhanced systems will be billed to that department engineering time. Incidental "out-of-pocket" costs for drawings, special services or supplies will be charged back to the department at cost.

Mobile/Portable Radio Maintenance and Installation (Subobject Code 24630)

The ITD Radio Shop provides the following services, all of which are billed on a time-and material basis.

Installations Repairs Other Services
- Mobile radio equipment All installed equipment
- Loaner cellular telephones
- Light bars Hand-held radios Loaner two way radios
- Sirens Field repair and pickup/delivery for large accounts.

Consoles
- Preventive maintenance of mobile and portable radio equipment
- Mobile cellular telephones and hands free attachments
- Mobile alarm systems.

Chargeable items not listed above are strip-outs of vehicle equipment, equipment swaps, diagnostic time when no problem is found, and reinstallation of equipment originally done outside of the Radio Shop which does not meet public safety standards. All radio shop installations are guaranteed for the life of the installed component against defects in workmanship, except where physical abuse is evident.

Radio/Transmission Service (Subobject Code 26130)

<u>*Microwave Systems*</u>

Agencies that use dedicated Microwave Circuits will be billed per circuit (a circuit is defined as each leg of a one-way communication path from the point of signal introduction to the point of first use). This charge covers labor and parts for preventive/corrective maintenance of the fixed system infrastructure. If changes in your operation require a higher service level, these figures must be increased to cover additional costs. All charges in subobject code 26130 are billed on an annual contract basis. Repair and maintenance of microwave equipment used exclusively by a particular agency will be billed to that agency as outlined in the telecommunications labor rate schedule.

<u>*Radio Systems*</u>

The repair and maintenance of the 800 MHz radio system will be prorated based on the number of radios that a department has compared to the total number of 800 MHz radios and charged to subobject code 26130. These costs are included in the telecommunications charges schedule.

The repair and maintenance of radio equipment, other than 800 MHz, will be billed on a service contract basis as follows:

<u>*Service Contract Schedule*</u>

<u>Service Area</u>	<u>Cost</u>
Transmitter	**$240**
Receiver	**60**
Voter Modules	**30**
Microwave channel/circuits	**120**
Table top	**60**
Recall/PA System	**25**
Remotes	**5**

This service contract will provide for routine repair to the equipment, together with a twice-a-year preventive maintenance visit, except for preventive maintenance on transmitters which is performed on a monthly basis. Repair of other equipment not covered by the above will be done

on a time-and-material basis, as outlined in the telecommunications labor rate schedule or included in a service contract at the discretion of ITD and the customer.

NOTE: Circuit and service contracts are calculated on a 12-month period; departments will be charged these costs for the entire fiscal year at the beginning of the fiscal year.

Radio/Transmission System Development

Moves and/or reconfiguration of a system or channel will be billed on a time-and-material basis as outlined in the labor rate schedule.

Telephone Services

Telephone Local Service Charges (Subobject code 31010)

The local telephone charges have been revised to more accurately reflect both the cost of doing business and the industry model. A universal charge for local service access has been created to supercede previous local service rates. This new universal charge is set at **$22.23 per phone line** and will be billed on a monthly basis.

Telephone Maintenance and Basic Feature Charges (Subobject code 31010)

This service includes routine and emergency repairs and scheduled preventive maintenance of all systems maintained by ITD. These charges cover routine and emergency repairs (24 hour, 7 day week), scheduled preventative maintenance of County installed telephone systems, ranging from the telephone instrument to the core wiring and telephone switch back-office infrastructure. The maintenance charge is set at **$8.30 per active instrument** and includes basic voicemail service. Charges will be billed on a monthly basis.

Agencies are advised to budget the amount indicated in subobject code 31010 shown on the spreadsheet that follows. **If changes in your operation require a higher level of service, these figures must be increased to cover the additional costs.**

Long Distance (Subobject codes 31011 / 31012)

All long-distance costs incurred through BellSouth, long-distance carriers (subobject code 31011) and Sun Com (subobject code 31012) will be billed monthly to each department based on actual costs as reported on monthly telephone bills from the providers. If changes in your operations will require greater use of long distance services, these figures must be increased to cover additional costs.

Agencies are advised to budget the amount indicated in subobject code 31010 shown on the spreadsheet that follows. **If changes in your operation require a higher level of service, these figures must be increased to cover the additional costs.**

Mobile Cellular Phone Costs (Subobject code 31015)

Actual costs for mobile/cellular phone service will be charged back to departments as incurred. If your operations will require additional mobile/cellular service, these figures must be increased to cover those services. Ordering, moves, adds, and changes of cellular service will be billed on a time-and-material basis, as shown in the telecommunications CSR labor rates schedule. Feature changes, logical configuration and ancillary equipment, such as chargers, hands-free units, batteries, etc., will also be charged according to the published rates for labor including parts and equipment. Overtime labor costs and costs related to cellular service and equipment replacement and installations will be charged at one and a half time of published rates and are subject to customer approval.

Telephone Installations (Subobject code 31014)

Moves, adds, and changes of telephone service that require physical rearrangements / reinstallation of wiring, telephone jacks, instruments, maintenance of non-standard County issued telephone equipment will be billed on a time-and-material basis, as shown in the telecommunications labor rates schedule. Feature changes, logical configuration, and ancillary equipment, such as answering machines, faxes, paging systems and security systems will also be charged at the published rates.

Other chargeable items include "no-trouble-found" site visit after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ITD. Overtime labor costs and costs related to priority installations will be charged at one and a half time of published rates and are subject to customer approval. If you anticipate significant physical reconfigurations or increase in telephone installations, please make the necessary provisions in your budget.

Studies and analyses of engineering, designs, or estimates, required by an agency for new or enhanced telephone facilities will be billed to the requesting agency in accordance with the telecommunications labor rate schedule. System-wide studies and analysis for countywide communications planning will be absorbed in the Telephone Management Division's budget.

Data and Other Communication Costs

Costs for data circuits will be charged back to departments as incurred on a monthly basis. Costs based on a two-year average have been included under subobject code 31018. **If changes in your operation require a higher level of service, these figures must be increased to cover additional costs.** Higher operating costs or tariff changes, which occur in the middle of the year, will be adjusted for each agency accordingly.

Fiber-Optic System (Subobject Code 26130)

Agencies that use county-owned, dedicated fiber-optic circuits will be billed per month, per circuit, according to the type of circuit used. These circuits will be classified as one of the following:

Type	Installation Cost	Monthly Cost
DSO (56 kps)	$ 240	$ 50
DSL (up to 1.54 Mbs)	$ 600	$ 250
T1 (1.54 Mbs)	$ 500	$ 250
T3 (45 Mbs)	$ 2,200	$ 2,000
Gigabit (Ethernet)	$ 2,500	$ 3,000

Leased Circuits from Local Carriers

For those agencies requiring estimates on contracted local data circuits (BellSouth) the following rates can be used as budgeting estimates:

Types	Installation Cost	Monthly Cost
ISDN	$ 800	$ 90
DSO (56 kps)	$ 500	$ 225
T1 (1.54 Mbs)	$1,000	$ 550
T3 (45 Mbs)	$6,000	$5,000

Note: Leased circuits are governed by tariffs and actual cost varies dependent on distances.

MetroNet Access and Associated Charges

MetroNet is the term used for the countywide area network. Those agencies requesting connection to MetroNet will have access to host mainframe, electronic mail and calendaring, access to the information and services that are published on the County's intranet web site, access to computer systems which reside on the County mainframe including public records, optional access to the Internet, etc.

This service involves a one-time cost for implementation with cost addressing the required cabling, a port access charge ($125.00 per port), and cost associated with workstation upgrades (if required). In order to participate in MetroNet, a personal computer 486 class or better with at least 64 megabytes of memory, and 400 megabytes of free disk space is required.

To determine your departmental needs, ITD will complete an equipment and cost assessment with regard to the provisioning of workstation wiring, network interface card connection, and possible software upgrades.

NOTE: Recurring subscription charges for Metronet/Internet/GIS are funded as a small percentage of the Countywide Administrative fees charged to departments by the Office of Management and Budget. Please contact your Budget Analyst for further details.

Network Engineering/Design

Assistance to departments in addressing special data communication network, phone system and/or computer facility requirements can also be provided. This includes such systems in new and renovated buildings, large-scale installations, moves, or reconfigurations done by County staff or outside contractors. Improvements to a departmental telecommunications network to reduce a department's overall communication bill or enhance performance also fall into this category. The services outlined above will be charged back to departments at the engineering rate. Incidental "out-of-pocket" costs for drawings, special supplies, or services incurred in developing plans/designs for departments will either be paid for directly by the requesting department or charged back at cost, if initially paid for by ITD.

Desktop Computer Maintenance Costs

Basic maintenance of desktop computers (PCs) and associated peripherals will be billed on a time-and-material basis as outlined in the labor rate schedule. Based on repair history, departments should allocate $150 to $250 for each configuration including base unit, monitor, and standard impact printers. Repairs on laser printers, plotters and nonstandard devices may increase costs for the configuration. Departments should also consider the age of the equipment and upgrades when estimating costs.

Host Computer Access Equipment Maintenance and Installation

Basic maintenance and repairs of data access equipment such as CRTs, printers, controllers, modems and basic cabling are included as part of the network services provided by ITD. This includes repairs that do not require physical or logical changes to equipment or cabling. The cost associated with the maintenance of controllers, and multiplexers are incorporated into the per unit charge of terminals and host printers. The service level governing response times includes a 4-hour response to an initial call and repairs within 24 hours of service the service call. The per unit charge is assessed on a monthly basis based on the following 3270 data terminal and host mainframe printer devices:

Terminal Maintenance Programs	**$5.00 monthly per terminal**
Host Printer Devices	**$16.00 monthly per host printer**.

Moves and reconfiguration of data-related equipment, including site planning, requiring physical rearrangements/installation of wiring, cable connectors wall mounts/receptacles and maintenance of nonstandard county-issued computer equipment will be billed on a time-and-material basis as outlined in the labor rate schedule. Other chargeable items include "no trouble found" site visits after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ITD Telecommunications.

ITD Service Representatives

The following service representatives may be contacted regarding issues or questions related to the indicated areas:

Service Area	Contact Names	Phone Numbers
Radio Transmission Equip / Microwave / Service Contracts	Jose Perez	596-8909
Mobile / Portable Radio	Patrick Burke	596-8255
Telephone Local / Long Distance Billing	George Bello	596-8882
New Telephone Service / Minor MAC Work / Cellular / VoiceMail	Maria Garcia	596-8346
Telephone Repair	Wilburn DeFour	596-8141
Phone System Projects	Juan Agiurre	596-8941
Wide-Area Network Design / Provisioning Fiber / Leased Circuits	Peter Collis	596-8272
Local Area Networks	Val Alvarez	596-8861
Data Terminal Equipment Installation	JC. Cobbett	275-7944
Desk-Top Computer / Peripheral Repairs	John Concepcion	596-8368
MetroNet Support	Robert Ashby	596-8269

Service Directory

The department has developed and published a Service Directory so that customers have a clear picture of the services provided, related prices, and procedures for obtaining these services as well as contact information. This document is enhanced over time, with the addition of service levels so that customers can better understand what to expect. The directory includes the department's workload measures, service statistics, and performance measurements. From the services directory, an on-line service request form may be used to request desired services. Cost comparisons have been added for many of services so that customers know the cost and quality of the services they receive. The department's table of organization is posted in the service guide. The Service Guide may be viewed at: http://intra.co.miami-dade.fl.us/itdsvcs/

Schedule of Communication Charges

INFORMATION TECHNOLOGY DEPARTMENT

DEPT ID	DEPARTMENT	Radio Repairs & Maintenance	Radio Services Infrastructure	Telephones	Long Distance	SUNCOM	Cellular Telephones	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31012	31015	31018
AT	County Attorney	100	300	75,600	1,300	2,500	5,900	200
AU	Audit Management Services	0	0	37,600	600	1,600	600	0
AV	Aviation	351,900	229,000	0	0	0	0	0
BC	Building Code Compliance	900	2,100	38,800	500	2,000	0	100
BD	Business Development	100	0	58,400	700	1,900	4,600	0
BL	Building Department	100	0	168,500	6,700	500	0	90,900
BU	Office of Management & Budget	0	0	25,600	400	300	1,400	100
CA	Community Action Agency	9,200	5,400	201,600	8,900	200	1,100	54,800
CC	Board of County Commissioners	4,900	0	146,000	19,000	2,000	81,200	9,300
CD	Community & Economic Development	1,400	1,400	52,000	800	800	900	100
CL	Office of the Clerk	7,600	2,300	624,800	15,800	4,900	0	155,500
CM	County Manager	2,800	0	32,300	2,000	1,300	31,000	1,900
CQ	CICC	0	0	17,900	200	400	5,100	0
RB	RB-ADMINISTRATIVE COORDINATOR	0	0	0	0	0	10,100	0
CR	Corrections & Rehabilitation	647,600	572,000	712,600	36,600	45,700	0	132,600
CS	Consumer Services			0				
	Director/Information	13,000	11,000	13,500	200	200	700	0
	Protection	0	0	21,200	300	200	0	100
	Cooperative Extension	0	0	11,000	3,900	0	400	0
	Passenger Transportation	0	0	21,200	300	200	2,100	100
	Cable TV	0	0	3,600	0	0	800	0
CT	Communications	2,600	2,700	56,800	800	1,300	8,700	200
CU	Cultural Affairs			0				
	Cultural Affairs Council	0	0	18,100	4,100	600	1,700	600
	Miami Art Museum	0	0	21,500	300	1,500	0	0
	Art in Public Places	0	0	3,900	0	200	200	0
	Historical Museum	0	0	20,000	300	800	900	100
	Performing Arts Center	0	0	16,500	11,900	0	0	0
DE	Environmental Resources Management	14,700	27,700	339,600	6,100	9,700	10,800	16,500
EG	E-Government	0	0	146,100	15,100	2,850	2,500	317,750
EL	Elections	0	0	299,800	3,300	600	15,500	300
ER	Employee Relations	0	0	102,000	1,600	1,800	500	300
EZ	Empowerment Zone	0	0	10,500	3,600	100	0	0
FE	Fair Employment Practices	0	0	3,700	0	0	300	0
FN	Finance	0	0	190,400	4,200	2,700	3,400	30,300
FR	Fire & Rescue	186,500	859,400	257,300	35,100	3,500	0	145,600
	Emergency Management	3,400	43,000	0	0	0	0	0
GG	General Government	0	0	10,000	300	300	0	100
ND	Legal Aid	0	0	23,100	8,400	300	0	1,300
ND	Law Library	0	0	16,000	200	300	0	0
GG	IRP	0	0	5,300	100	0	0	0
GG	Dade Delegation	0	0	3,600	0	100	1,600	0
GG	Ethics Commission	0	0	38,100	800	100	0	7,800
GS	General Services Administration	44,300	51,200	378,900	17,100	6,200	12,300	80,500
	Metro-Dade Housing Agency			0				
HD	HUD	0	19,400	435,800	8,300	6,300	0	21,100

DEPT ID	DEPARTMENT	Radio Repairs & Maintenance 24630	Radio Services Infrastructure 26130	Telephones 31010	Long Distance 31011	SUNCOM 31012	Cellular Telephones 31015	Data Circuits 31018
SH	Special Housing	7,100	0	132,700	10,000	0	200	26,000
HS	Human Services	20,700	13,200	734,000	72,400	4,600	14,800	88,900
HT	Homeless Trust	0	0	6,100	100	200	1,900	0
IO	Chief Information Officer	2,600	0	22,700	100	300	1,500	100
JA	Judicial Administration	6,200	3,200	865,500	35,300	26,500	0	156,700
	Public Defender	0	0	285,000	47,500	31,800	20,200	45,300
	State Attorney	700	14,300	331,600	30,800	52,300	10,000	94,900
LB	Libraries	0	0	237,300	4,900	1,600	7,200	379,600
MA	Office of the Mayor	14,300	0	40,800	800	1,800	38,600	1,300
ME	Medical Examiner	0	0	85,300	1,700	7,000	3,600	3,600
MM	MMAP	0	0	22,700	8,400	0	0	3,500
MP	Metropolitan Planning Organization	0	0	9,300	100	1,100	2,900	0
MT	Metro-Dade Transit Agency	56,600	416,800	659,700	39,300	7,800	0	210,700
OP	Office of Performance Improvement	0	0	11,900	100	400	400	0
PA	Property Appraiser	0	0	91,900	1,300	1,400	300	2,200
PD	Metro-Dade Police Department	3,237,600	1,625,400	1,449,100	169,400	103,500	0	982,700
PM	Procurement Management	0	0	39,400	900	4,200	2,400	200
PR	Park & Recreation	119,100	121,900	388,200	34,000	100	6,900	26,100
PW	Public Works	52,200	63,100	171,600	6,400	1,400	46,500	1,799,200
PZ	Planning and Zoning	1,400	700	71,500	1,300	1,200	1,600	200
SN	Safe Neighborhood Parks	0	0	2,400	100	0	0	0
SP	Seaport	41,300	45,700	124,200	5,500	2,000	6,100	22,700
SW	Solid Waste Management	102,000	156,800	247,600	6,800	5,100	0	152,800
TD	Information Technology Department	441,100	114,700	182,700	15,100	2,850	29,500	317,750
TM	Team Metro	18,800	26,100	108,900	3,700	300	9,500	53,100
UE	Urban Task Force	0	0	5,400	200	100	800	0
VZ	VIZCAYA	5,600	500	15,900	700	1,200	0	26,000
WS	Water and Sewer Department	185,900	418,800	687,400	18,500	1,300	0	100
	SFETC	0	0	105,800	6,900	300	0	1,200
	TOTAL	**5,604,300**	**4,848,100**	**11,795,800**	**742,100**	**364,300**	**409,200**	**5,463,000**

	NOT INCLUDED IN ABOVE							
	Southern Command	6,500	15,600		0	0	0	0
	Black Archives	0	0	1,800	300	0	0	0
	State of Florida Children Services	100	0	50,400	3,900	0	0	0
	Florida Department of Corrections	500	4,500	0	0	0	0	0
	US Marshals	200	1,800	0	0	0	0	0
	Kristi House	0	0	10,600	2,100	0	0	2,400
	School Board	66,600	523,700		0	0	0	0
	Private Business	95,600	0		0	0	0	1,700
	TOTAL	**5,773,800**	**5,393,700**	**11,858,600**	**748,400**	**364,300**	**409,200**	**5,467,100**

APPENDIX C: Indirect Cost Rates

CENTRAL SERVICES COST ALLOCATION PLAN
Summary of Indirect Cost Rates by Department

Direct Cost Pools	FY 2000 Allocated Indirect	FY 2000 Direct Salary	Indirect Rate
Building Code Compliance	349,646	2,361,115	14.81%
Building Department	1,947,268	13,890,179	14.02%
Community Action Agency	1,608,502	19,261,382	8.35%
Board of County Commissioners	1,040,789	4,216,041	24.69%
Office of Community and Economic Development	924,008	5,930,221	15.58%
Clerk of the Courts	10,084,854	40,154,746	25.11%
Corrections and Rehabilitation	4,642,206	108,769,794	4.27%
Consumer Services	665,675	3,735,968	17.82%
Communications	280,609	1,675,929	16.74%
Cultural Affairs	252,313	1,614,656	15.63%
Department of Environmental Resources Management	1,891,655	20,265,673	9.33%
Tax Collector	2,963,839	6,530,513	45.38%
Elections	699,600	4,310,930	16.23%
Fire Department	5,923,439	111,765,110	5.30%
Department of Human Services	2,824,972	36,301,694	7.78%
Homeless Trust	136,718	415,544	32.90%
Judicial Administration	9,529,439	18,008,200	52.92%
Library	1,136,237	15,401,466	7.38%
Office of the Mayor	345,684	2,056,332	16.81%
Medical Examiner	836,096	3,707,480	22.55%
Miami-Dade Action Plan	89,146	1,070,065	8.33%
Miami-Dade Planning Organization	202,318	1,102,407	18.35%
Miami-Dade Transit Agency	18,242,006	121,650,754	15.00%
Property Appraiser	3,683,938	8,959,714	41.12%
Miami-Dade Police Department	18,583,836	229,649,140	8.09%
Parks and Recreation	4,619,389	36,782,223	12.56%
Planning and Zoning	1,627,909	5,767,274	28.23%
Public Works	3,859,279	22,137,598	17.43%
Safe Neighborhood Parks	25,595	249,308	10.27%
Seaport	1,154,463	10,050,493	11.49%
Solid Waste Management	6,889,004	37,872,502	18.19%
Team Metro	613,909	6,578,529	9.33%
Non-Departmental	19,104,088	203,109,263	9.41%
General Government	747,719	1,103,395	67.77%
Total Composite	**$ 127,526,148**	**$ 1,106,455,638**	**11.53%**

Miami-Dade County, Florida, Consolidated Countywide Cost Allocation Plan for fiscal year ending fiscal year ending September 30, 2001. This indirect cost rate should be incorporated into the FY 2003-04 budget submission unless discussed and agreed to by the Office of Management and Budget. **Contact: Jose Fernandez, Finance Department, (305) 375-5080**

APPENDIX D: Miscellaneous Information

Annual Earned Interest Yield

FUND 108

Based on recent experience, interest earnings should be budgeted at 1.5 percent.

Departure Incentive Program

Object Code 030/031

The Departure Incentive Program (DIP) lump sum payouts were completed FY 1995-96 and in FY 1996-97. Only recurring DIP costs such as health insurance or cash payouts should be included in the preliminary budget submission for FY 2003-04. These amounts should be based on FY 1998-99 actual recurring costs per FAMIS.

Deferred Retirement Option Program

ABDS tables have been adjusted to account for these employees that entered the Deferred Retirement Option Program (DROP) program prior to December 1, 1999. Departments will need to enter the correct ABDS Florida Retirement System code for those entering DROP after December 1, 1999. General fund departments will not need to budget DROP leave payments.

Executive Benefits Program

Subobject Code 00120

The Executive Benefits Program was established by the Board of County Commissioners in 1987 as a component of the total compensation package for County executives. The program guidelines provide that executives be in one of the top tiers of a department's organization defined as follows:

Group 1 - Mayor and Board of County Commissioners (BCC), County Manager, Executive and Senior Assistants to the County Manager, County Attorney, Department Directors

Group 2 - In general, Deputy Directors who are designated second in command within a department

Group 3 - Exempt, professional, non-bargaining unit employees who report directly to a Group 1 or Group 2 executive

ABDS provides a complete report by department of the executive benefits provided. ABDS calculations assume car allowance is granted at the average level for the category. To the extent that actual car allowance allocations differ from the average, you may wish to make an adjustment in subobject number 01099.

	Group 1	**Group 2**	**Group 3**	**Group 4***	**Group 7***
Executive Benefits Allowance	$10,000	$8,500	$7,500	$5,000	$3,000
Car Allowance	$250 bi-weekly	$200 bi-weekly	$75 bi-weekly	N/A	N/A
Parking or Metrorail	$720	$720	$720		
Supplemental Pension	$1,500				
Total	$18,720	$14,420	$10,170	$5,000	$3,000

* Affected Group 4 and 7 employees will receive the adjustments bi-weekly.

The car allowance should be budgeted in subobject code 00120 but will actually be charged in subobject code 31310 (auto expense reimbursement).

Contact: Beth Carlton
General Services Administration
(305) 375-5633